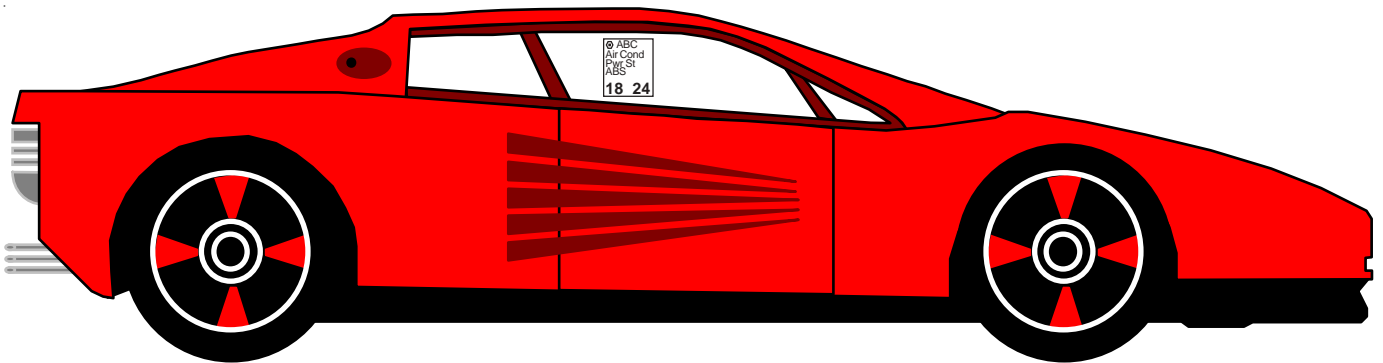


# WASHINGTON STATE DEPARTMENT OF LICENSING

## Vehicle Dealer & Manufacturer Manual



[www.dol.wa.gov](http://www.dol.wa.gov)

## CONTENTS

<b>Section 1</b>	References
<b>Section 2</b>	Glossary of Terms
<b>Section 3</b>	Vehicle Titling
<b>Section 4</b>	Forms
<b>Section 5</b>	Washington Laws and Rules
<b>Section 6</b>	Charts

## IMPORTANT

THROUGHOUT THIS MANUAL, “HOTLINKS” TO OTHER LOCATIONS ARE IN **RED**.

TO ACCESS THE DESIRED INFORMATION JUST “CLICK” IN THE **RED** AREA OF THE TEXT.

EXAMPLE: **WAC 308-66-152**

---

**SECTION 1**

**REFERENCES**

---

## GENERAL REFERENCE LIST - FEDERAL LAWS AND REGULATORY AGENCIES

### Laws administered by the United States Department of Transportation:

Federal Odometer Disclosure Requirements, Federal Odometer Law (Truth in Mileage Act of 1986) Public Law 99-579/15 U.S.C. 1901

U.S. Department of Transportation  
National Highway Traffic Safety Administration (NHTSA)  
400 Seventh Street S.W.  
Washington, D.C. 20590  
(202) 366-4761

U.S. Department of Transportation  
National Highway Traffic Safety Administration (NHTSA)  
Region 9, 211 Main Street  
Room 1100  
San Francisco, CA 94105  
(415) 744-2639

### Laws administered by the Federal Trade Commission:

Federal Warranty Law/Magnuson-Moss Warranty Act/15 U.S.C. 2301

Federal Trade Commission Used Car Rule (Buyers Guide)/16 CFR Part 455

Regulation M. Consumer Leasing/12 CFR 213; effective April 1, 1981

Regulation Z. Truth in Lending/12 CFR 226; effective April 7, 1981

Federal Trade Commission (Federal Rules on Advertising)

Federal Disclosure of Automobile Information/Manufacturer's Suggested Retail Price (MSRP)/U.S.C. Chapter 28

Federal Trade Commission Headquarters  
6th and Pennsylvania Avenue N.W.  
Washington, D.C. 20580  
(202) 376-2805

Federal Trade Commission  
915 2nd Avenue  
Seattle, WA 98174  
(206) 220-6363

**Dealer & Manufacturer Services**  
**PO Box 9039**  
**Olympia, WA 98507-9039**  
**(360) 664-6455**

The headquarters office is located in Olympia, with regional offices located throughout the state. We recommend that you contact the nearest office for assistance.

**FIELD OFFICE ADDRESS/PHONE/COUNTY ASSIGNED**

**UNION GAP**

2727 Rudkin Rd.  
Union Gap WA 98903  
(509) 575-2777  
FAX (509) 454-7283

**COUNTIES**

Grant (Part)  
Kittitas  
Klickitat  
Yakima

**EVERETT**

5313 Evergreen Way  
Everett WA 98203  
(425) 290-3255  
FAX (360) 570-4964

**COUNTIES**

Snohomish

**KENNEWICK**

3311 W Clearwater  
Suite 111  
Kennewick WA 99336  
(509) 734-7138  
FAX (509) 734-7137

**COUNTIES/CITIES**

Adams  
Asotin  
Benton  
Columbia  
Franklin  
Garfield  
Grant (Part)  
Walla Walla  
City of Othello  
City of Warden

**OLYMPIA**

SW Region  
PO Box 9039  
Olympia WA 98507-9039  
(360) 664-6475  
FAX (360) 586-0479

**COUNTIES/CITIES**

Clallam  
Clark  
Cowlitz  
Grays Harbor  
Jefferson  
Kitsap  
Lewis  
Mason  
Pacific  
Pierce  
Skamania  
Thurston  
Wahkiakum

**SPOKANE**

Eastern Region  
6517 N Lidgerwood  
Spokane WA 99208  
(509) 482-3886  
FAX (509) 482-3880

**COUNTIES/CITIES**

Pend Oreille  
Spokane  
Stevens  
Whitman  
City of Ritzville

**MOUNT VERNON**

1920 S 3rd St  
Mt. Vernon WA 98273-4916  
(360) 416-7021  
FAX (360) 428-1339

**COUNTIES**

Island  
San Juan  
Skagit  
Whatcom

**SEATTLE**

NW Region  
320 N 85th  
Seattle WA 98103  
(206) 706-4255  
FAX (206) 706-4267

**COUNTIES**

King

**COULEE DAM**

300 Lincoln, Suite 2  
Coulee Dam WA 99116  
(509) 633-7031  
FAX (509) 633-0842

**COUNTIES/CITIES**

Chelan  
Douglas  
Ferry  
Grant (North I-90)  
Lincoln  
Okanogan  
City of Ephrata  
City of Moses Lake  
City of Soap Lake

---

**SECTION 2**

**GLOSSARY OF TERMS**

---

## **ACCOUNTABILITY OF DEALER FOR EMPLOYEES** - Reference **RCW 46.70.027**

A vehicle dealer is accountable for the dealer's employees, sales personnel, and managerial personnel while in the performance of official duties.

## **ADVERTISING** - Reference **RCW 46.70.180, WAC 308-66-152**, - Federal Trade Commission - Advertising Manual Washington State Attorney General's Office

It is important that all licensees become familiar with these regulations. One of the more frequent violations has been failure to disclose the name of the dealership, the word "dealer," or the abbreviation "dlr" in the advertisement. Additionally, failure to make complete disclosures when advertising credit sales or leases is a violation. These rules also include alternatives to methods for identifying each vehicle in an advertisement.

## **AIDING AND ASSISTING UNLICENSED DEALERS** - Reference **RCW 46.70.101(1)(b)(ix)**

Any dealer who aids or assists an unlicensed dealer in unlawful activity through active or passive participation in sales, allowing use of facilities or dealer license number, or by any means, is subject to the possibility of a monetary penalty, a suspension, or revocation of the dealer license.

## **BANKRUPTCY** - Reference **RCW 46.70.183**

Any dealer or manufacturer who has filed a petition in bankruptcy court shall, within 10 days, notify the department of the proceeding, including the identity and location of the court where the proceedings are pending.

## **BONDS** - Reference **RCW 46.70.070**

Every vehicle dealer must file a surety bond with the department. These bonds are in the amount of \$5,000 for a miscellaneous dealer, \$15,000 for a motor vehicle dealer, \$15,000 for a travel trailer dealer, and \$30,000 for a manufactured mobile home dealer. Additionally, manufacturers of habitable units must file a bond in the amount of \$40,000 in the manufactured (mobile) home classification and \$20,000 for travel trailers.

If a dealer has more than one license classification, he/she needs only to file a bond for the highest classification of license held.

Any retail purchaser who is damaged by a violation of the dealer regulations may file a claim against the bond in order to recover damages. A retail vehicle dealer may make a claim against a wholesale dealer bond or manufacturer bond.

**BUSHING** - Reference **RCW 46.70.180**(4)

This section prohibits certain acts defined as “bushing” which include taking a written order from a buyer:

1. And failing within three consecutive days, excluding Saturdays, Sundays, and holidays to provide either an accepted agreement or return any security to the purchaser,
2. Which permits the dealer to renegotiate the dollar amount negotiated on the trade-in allowance for any reason except substantial physical damage or latent mechanical defect occurring before the dealer took possession and which could not have been reasonably discovered at the time of the taking of the order, offer, or contract.
3. And failing to comply with the obligation of any written warranty or guarantee given by the dealer requiring the furnishing of services or repairs within a reasonable time.

It is the policy of the department that once a dealer has delivered a vehicle to the customer and/or given the customer a copy of the purchase order for future delivery, whether the order is signed by the dealer or not, these are the terms and conditions set forth and are not subject to renegotiation or change in any way after the 72 hour bushing period without subjecting the dealer to the penalty of “bushing.”

**BUYERS GUIDE** - Reference Federal Trade Commission (**16 CFR Part 455**)

Federal law requires that a Buyers Guide be displayed on all used motor vehicles offered for sale by a dealer, with the exception of motorcycles and motor vehicles over 8,500 gross vehicle weight. For more information, contact the Federal Trade Commission at 915 Second Avenue, Seattle, Washington 98174; phone number (206) 220-6363.

**BUYER’S AGENT** - Reference **RCW 46.70.011**(18) **RCW 46.70.180**(11), (12) and (13)

A buyer’s agent works as a representative of the buyer. He/she does not take ownership interest in the vehicles. The compensation that the buyer’s agent receives is derived from the buyer and not from the sale of the car.

**CONSIGNMENTS** - Reference **RCW 46.70.028**, **WAC 308-66-110**(15), (16) and(17)  
**WAC 308-66-155.**

In order to sell a vehicle on consignment a dealer must meet certain conditions; these conditions are:

1. Prior to accepting a consignment, it is the duty of the dealer to verify and confirm the title location.
2. The terms of the consignment agreement must be in writing.

The minimum information contained on the agreement is as follows:

- a. names of the parties to the agreement, including the identity of the legal owner



- b. location of the title and guarantee of clear title by seller
  - c. payoff due on the vehicle
  - d. date of the agreement
  - e. duration of the agreement
  - f. the agreed upon price that the consignor will receive for the vehicle
  - g. a description of the vehicle including make, model, vehicle identification number, and plate number
  - h. signatures of all parties to the agreement
  - i. if no price is specified, then the minimum retail price and the commission, fee, or compensation to which the dealer will be entitled upon sale of the consigned vehicle
3. In the event the dealer and the consignor agree to change the terms of the agreement, then the dealer shall obtain written authorization from the consignor prior to sale.
4. When the vehicle is sold, the dealer must perform the following:
- a. The dealer must pay off the consignor immediately when title is delivered to the purchaser and in all cases, shall be paid within 10 days.
  - b. The dealer shall immediately give to the consignor a copy of the purchase order used to complete the sale.
  - c. The dealer has the same duty to transfer title as would be appropriate in any other sale.
5. Upon selling a consigned vehicle, a motor vehicle class dealer:
- a. Must account in trust for all funds received prior to delivery of the consigned vehicle.
  - b. May have only a trust account balance that equals customary deposits, after delivery of the consigned vehicle and prior to satisfaction of the consignor (including any lienholder).
  - c. Does not need to account for any funds in the trust account if the consigned vehicle is delivered and all purchase funds are immediately (by close of banking on the day following receipt of funds) disbursed to satisfy the consignor (including any lienholder).

**CONVERSION VANS** - Reference **RCW 46.70.041**(1)(j), **RCW 46.70.101**(1)(a)(vii)

Any dealer who sells new conversion vans must have a service agreement with the manufacturer if a warranty is offered and service work is required of the dealer, and must meet all other requirements of a new vehicle dealer. For example, if the van is titled as a Chevrolet, the dealer selling the van must have a service agreement with Chevrolet. If the van conversion company has altered the vehicle sufficiently to change the series and body type (on the title), the company can be issued a manufacturer's license under which the retailing dealers can be franchised.

**CURBSTONING** - Reference **RCW 46.70.011**(3) and **RCW 46.70.021**

This term refers to illegal vehicle sales activity by unlicensed dealers.

**CUSTOMER DEPOSITS** - (See TRUST ACCOUNTS.)

**DEALER/MANUFACTURER LICENSE FEES** - Reference **RCW 46.70.061**

Original fees:

- a. Vehicle dealers' principal place of business for each and every classification: \$500
- b. Vehicle dealers, each subagency: \$50
- c. Temporary subagency: \$25
- d. Vehicle manufacturers: \$500
- e. Vehicle dealers change of address: \$25
- f. Vehicle dealer plates: \$34.35
- g. Vehicle manufacturer plates: \$35.85

Renewal fees:

- a. Vehicle dealers' principal place of business for each and every classification: \$250
- b. Vehicle dealers, each subagency: \$25
- c. Vehicle manufacturers: \$250
- d. Vehicle dealer plates: \$28.85
- e. Vehicle manufacturer plates: \$28.85
- f. Vehicle dealer replacement plates: \$5.50

**DEALER LICENSING** - Reference **RCW 46.70.021**

This section requires any person engaged in dealer activity to have a current vehicle dealer license.

**DEALER PLATES** - Reference **RCW 46.70.090**, **WAC 308-66-160**, and **WAC 308-66-165**

The intent of the dealer plate law is to allow dealers to use plates on dealer inventory vehicles that are held and are, in fact, available for sale. The Department of Licensing will issue up to three (3) vehicle dealer license plates to a vehicle dealer. After the third dealer plate is issued, the department will limit the number of dealer plates to 6 percent of the vehicles sold during the preceding license period.

The Director may waive the dealer plate issuance restrictions for a vehicle dealer if it serves the purposes of the law and is essential to the continuation of the business.

Dealer plates may not be used on service vehicles or on loaner vehicles. Employees must have identification cards in their possession when operating a vehicle that has vehicle dealer plates. A dated demonstration permit must be issued not to exceed 72 hours to a prospective customer if not accompanied by a representative of the dealership.

**DEALER TEMPORARY PERMITS** - Reference **RCW 46.70.180(8)**, **RCW 46.16.045** and **WAC 308-56A-420**

Permits may be purchased at any of the county auditors' or vehicle licensing subagent offices. Permits may be used on sold vehicles that do not have current valid Washington license registration and on out-of-state licensed vehicles. (The out-of-state plates have to be removed from the vehicle when it is sold unless sold to a resident of the state issuing that plate.) The permits cost \$5.00, but will be credited when the title application is made. The title must be applied for within 45 days of the date of sale. The permit will be valid for 45 days from the date of issuance.

A dealer may only issue a second temporary permit on a vehicle if the following conditions are met:

1. The lienholder fails to deliver the vehicle title to the dealer within the required time period.
2. The dealer has satisfied the lien and . . .
3. The dealer has proof that payment of the lien was made within two calendar days — exclusive of Saturdays, Sundays or legal holidays — after the sales contract has been executed by all parties and all conditions and contingencies in the sales contract have been met or otherwise satisfied.

Examples of improper uses of a dealer temporary are:

- a. Used to demonstrate
- b. Used on a vehicle not sold
- c. If the date of sale or other fact is misrepresented on the application
- d. If the application is not properly filled out and signed by the purchaser and dealer
- e. If a title application is substituted for the dealer permit application in order to purchase a license in a month or year subsequent to the actual date of the sale
- f. If the actual license fees have not, in fact, been collected from the customer
- g. To issue a dealer permit in lieu of a trip permit

Note: Temporary permits are not transferable from one dealer to another.

**DETAILS OF CHARGES** - Reference **RCW 46.70.130**

Before the execution of a contract of consummation of a sale, the dealer must provide to a purchaser an itemization of the agreement signed by the seller which includes, but is not limited to, the finance charge, insurance costs, taxes, and any other charges which are to be paid by the purchaser.

**ESTABLISHED PLACE OF BUSINESS** (Retail Dealer) - Reference **RCW 46.70.023**

This statute establishes certain minimum standards that must be met by dealers in order to have their business location certified by the department as an established place of business.

The minimum standards for a retail vehicle dealer are:

1. Enclosed commercial building located within the state and attached to utilities.

2. The building must be easily accessible and open to the public and representatives of the department at reasonable times.
3. The required books and records must be kept at the place of business.
4. There must be a sign permanently attached to the land or building which is clearly visible from the major avenue of traffic. The sign must contain the name and the nature of the business, such as Auto Sales.
5. The dealer must maintain normal business hours of at least five days a week from 10 a.m. to 4 p.m.
6. There must be a business telephone listing in the local directory.
7. The dealer must provide evidence of leasehold, rental, or ownership of the property where the place of business is located.
8. If more than one dealer is at one location, all records, office facilities, inventory, and signs must be separate.
9. The place of business must comply with local zoning and other land use regulatory ordinances.

A retail dealer must be in compliance at all times with the established place of business requirements while licensed as a dealer.

#### **ESTABLISHED PLACE OF BUSINESS (Wholesale Dealer) - Reference RCW 46.70.023**

The minimum standards for a wholesale vehicle dealer are:

1. Enclosed commercial building located within the state and attached to utilities.
2. All storage facilities for inventory shall be listed with the department and shall conform with all local zoning and other land use regulatory ordinances.
3. Maintaining a telecommunication system.
4. An exterior sign visible from the nearest street which shall identify the business name and nature of the business.
5. Records must be stored at the business location.
6. If there is more than one dealer at the location, then all records, office facilities, and inventory, if any, must be physically segregated and clearly identified.
7. The dealer must provide evidence of leasehold, rental, or ownership of the property where the place of business is located.
8. The place of business must comply with local zoning and other land use regulatory ordinances.

A wholesale dealer must be in compliance at all times with the established place or business requirements while licensed as a dealer.

#### **ESTABLISHED PLACE OF BUSINESS (Auction Company) - Reference RCW 46.70.023(1), (2), (3), (6), and (7).**

The minimum standards for an auction company are:

1. Maintaining office facilities within the state with a sign permanently attached to the land or building.
2. Maintaining at the office, books, records and files necessary to conduct business at the office.
3. Storage facilities for inventory must be listed with the department and meet local zoning and land use ordinances.

4. Maintaining a telecommunications system.
5. Posting the vehicle dealer license at each auction where vehicles are offered.
6. Providing the department with the address of any remote auction at least three (3) days before the auction.
7. Auction companies which maintain their own vehicle inventory at the principal place of business must maintain all established place of business requirements unless a waiver is granted by the department.

**LISTING DEALER** - Reference **RCW 46.70.029** and **WAC 308-66-157**

A listing dealer is a used manufactured (mobile) home dealer who obtains listing agreements with sellers who will compensate the dealer for obtaining a willing purchaser for the seller's manufactured (mobile) home. These dealers must meet all the requirements of a retail vehicle dealer.

A listing dealer has certain responsibilities, such as:

- a. The listing dealer is responsible for negotiating the agreement between the seller and the purchaser.
- b. All written offers shall be presented to the seller for acceptance or refusal.
- c. A copy of the agreement shall be delivered to the purchaser immediately following the purchaser's signing of the agreement.
- d. A copy of the agreement shall be delivered to the seller immediately following the seller's signing and acceptance of the purchaser's offer.
- e. A copy of the agreement to purchase, signed by all parties, shall be delivered to the purchaser as proof that the purchaser's offer was accepted.
- f. A legible copy of the agreement to purchase shall be retained in the listing dealer's file.
- g. A copy of any agreement between purchaser and dealer to disburse any funds from the trust account to pay liens against the used manufactured home shall be retained in the dealer's files.
- h. At the time the sale is closed, the listing dealer may pay outstanding liens, out of the trust account, prior to paying the sale proceeds to the seller.

**MANUFACTURED HOMES (MOBILE HOMES)** - **RCW 46.70.290**

**MANUFACTURED HOMES (MOBILE HOMES) - ADVERTISING DIMENSIONS** - Reference **RCW 46.70.135(6)**

If a dealer or manufacturer advertises the length and width of a manufactured (mobile) home, they cannot use the length of the draw bar assembly in computing this listed dimension. If they advertise these dimensions, then they must list the square footage of the actual floor area.

**MANUFACTURED HOMES (MOBILE HOMES) - MOVEMENT** - Reference **RCW 46.44.170**,  
**RCW 46.44.173** and **RCW 46.44.175**

Any person who moves a manufactured (mobile) home must obtain a special permit from the Department of Transportation and local authorities. This special permit shall not be valid until the County Treasurer of the county where the manufactured (mobile) home is located endorses and attaches a certificate thereto that all property taxes due in that calendar year and all delinquent taxes have been satisfied.

**MANUFACTURED HOME (MOBILE HOME) TITLING** - Reference **RCW 46.12.105**,  
**RCW 46.70.122**, and **RCW 46.12.290**

In order to transfer title to a manufactured (mobile) home, three items are required by law:

1. **RCW 46.12.105** requires proof that taxes due on the manufactured (mobile) home have been paid.
2. **RCW 46.70.122** requires that the title be transferred promptly.
3. **RCW 46.12.290** requires that in order to lawfully transfer title to a manufactured (mobile) home, all registered owners of record must sign the title certificate.

**MANUFACTURED HOME (MOBILE HOME) WARRANTIES, WALK THROUGH INSPECTIONS** - Reference **RCW 46.70.135**

Dealers who sell new manufactured (mobile) homes in the state of Washington must comply with the following requirements:

1. The purchaser must be provided a manufacturer's written warranty for construction of the home that complies with the Magnuson-Moss Warranty Act.
2. The purchaser must be provided a dealer's written warranty for all installation services provided by the dealer.
3. The above two warranties shall be valid for a minimum of one year from the date of sale and will not be invalidated by resale. The dealer must provide the purchaser copies of the warranties at the time of sale. The dealer must provide an explanation of remedies available to the purchaser under state and federal law for breach of warranty and the name and address of the Federal Department of Housing and Urban Development, as well as the Departments of Licensing and Labor and Industries.
4. Warranty service will be completed within 45 days of the dealer receiving written notice of the defect unless there is a bona fide dispute among the parties.
5. Warranty service affecting health or safety shall be completed within 72 hours of receipt of written notice.
6. Warranty service shall be performed on site and a written work order describing labor performed and parts used shall be completed and signed by the service agent and the owner. If the owner's signature cannot be obtained, the reason shall be described on the work order. Work orders shall be retained by the dealer or manufacturer for a period of three years.
7. Before delivery of possession of the home to the purchaser, the dealer or his/her agent, and the purchaser or his/her agent, shall conduct an inspection which shall include a test of all systems of the home to insure proper operation. At this time the dealer must complete all documents required by state and federal agencies to be

supplied by the manufacturer with the home which have not previously been provided. The dealer shall complete any required purchaser information card and forward the card to the manufacturer.

**MISCELLANEOUS DEALER** - Reference **RCW 46.70.011(3)(c)**

Is any dealer who sells new or used motorcycles and/or any vehicles other than motor vehicles, manufactured (mobile) homes, and travel trailers.

**MISREPRESENTATION** - Reference **RCW 46.70.180 & WAC 308-66-152**

It is unlawful to misrepresent the terms of the sale or financing of a vehicle. The above referenced statute and WAC list acts or practices that are unlawful. It is important that dealers familiarize themselves with the advertising rules and these statutes.

**MOTOR HOME DEALER** (See MOTOR VEHICLE DEALER.) - Reference **RCW 46.70.011(3)(a)**

**MOTORCYCLE DEALERS** (Miscellaneous Dealer) - Reference **RCW 46.70.011(3)(c)**

A motorcycle dealer is classified as a miscellaneous dealer.

A utility trailer dealer is classified as a miscellaneous dealer.

**NEW VEHICLES** - Reference **RCW 46.70.041(1)(j)** and **RCW 46.70.101(1)(a)(vii)**

A Washington dealer cannot sell new vehicles with warranties attached in the state of Washington unless the dealer has a service agreement with the manufacturer of the new vehicle.

**NON-RESIDENT VEHICLE SALES** - Reference **WAC 458-20-177**

This rule requires that an affidavit of out-of-state delivery be completed on all out-of-state sales of motor vehicles, campers, and trailers to non-residents of Washington. The enforcement of this section is with the Department of Revenue. However, dealers should be aware that if they fail to have this document in their possession, they could be subject to paying the sales tax for the unit.

**ODOMETER LAW** - Reference **RCW 46.37.540, RCW 46.37.550, RCW 46.37.560, RCW 46.37.570, and RCW 46.70.180(5)**

These laws outline the specific offenses relating to odometers. Dealers are required to obtain odometer statements on vehicles which are less than 10 years old.



**PAY-OFFS TO LIEN HOLDERS** - Reference **WAC 308-66-195**(2)

If there is a lienholder on any vehicle acquired by the dealer, the dealer shall obtain possession of the title by paying off any balance due to the lienholder no later than the close of the second business day following the date of acquisition of the vehicle by the dealer.

**PENALTY FOR VIOLATION OF THE DEALER REGULATIONS** - Reference **RCW 46.70.101**

Any dealer or manufacturer who commits a violation of any of the provisions of **RCW 46.70** may have his/her license suspended or revoked or in lieu thereof or in addition thereto may be assessed a penalty of up to \$1,000 per violation.

**POSSESSION OF TITLE** - Reference **RCW 46.70.124** and **WAC 308-66-195**

Certificates of ownership or other evidence of ownership approved by the Department of Licensing must be in the possession of a dealer on all used cars in his/her inventory.

**REAL ESTATE LICENSES AND MANUFACTURED (MOBILE) HOME SALES** - Reference **RCW 46.70.011**(4)(f)

A Real Estate Broker licensed pursuant to **RCW 18.85** is exempt from being licensed under **RCW 46.70** if the sale of a used manufactured (mobile) home is in conjunction with the purchase, sale, exchange, rental or lease of the land upon which the used manufactured home is located.

Note: A vehicle dealer license, with service agreement, is required for the sale of new manufactured (mobile) homes.

**REBUILDS** - Reference **RCW 46.37**, **RCW 46.70.180**, **RCW 46.70.101**(1)(b)(xi), **WAC 308-56A-460**, **WAC 308-58-040**

Prior to the sale of the vehicle and placing it back on the roadway, it must be inspected by the Washington State Patrol, and a title must be issued. If a dealer sells a vehicle with the knowledge that it has "REBUILT" on the title or has been declared totaled out by an insurance carrier and then rebuilt, the dealer must clearly disclose that fact in writing on the purchase order.

**RECERTIFICATION INSPECTION OF THE ESTABLISHED PLACE OF BUSINESS**  
Reference **RCW 46.70.083**

The dealer's established place of business shall be regularly certified by a representative of the department. The certification will verify compliance with the requirements for an established place of business. Failure by the dealer to comply at any time is grounds for license suspension or revocation, denial of the renewal application, or monetary penalty. (See ESTABLISHED PLACE OF BUSINESS.)



## **RECORD OF TRANSACTIONS - RCW 46.70.120, WAC 308-66-180**

This statute and rule require the dealer to maintain certain records of the purchase and sale of vehicles for a period of five years. They also require dealer records to be available for inspection by Department of Licensing representatives. It is important for all dealers to read and become familiar with this section.

## **REPOSSESSIONS - Reference RCW 62A.9A**

The conditions under which a repossession may occur must be disclosed on the contract negotiated by and signed by the purchaser and the dealer.

Enforcement of the section is with the Office of the Attorney General, Consumer Protection Division.

## **SALVAGE - (See REBUILDS.)**

## **SERVICE AGREEMENTS WITH MANUFACTURERS OR DISTRIBUTORS - Reference RCW 46.70.041(1)(J) and RCW 46.70.101(1)(a)(vii) (See NEW VEHICLES.)**

## **SOLVENCY - Reference RCW 46.70.101(1)(a)(viii)**

In order to maintain a dealer or manufacturer license, a dealer or manufacturer must be solvent. For the purpose of this law, solvency means that a dealer or manufacturer meets his/her obligations as they mature and his/her assets exceed his/her liabilities.

## **SUBAGENCIES - Reference RCW 46.70.011(11), RCW 46.70.023(4), (6), (11) and (12), & WAC 308-66-140(2)(5) and (8)**

A subagency is a place, other than the principal location, where the dealer does business. The subagency must comply with all the requirements of an established place of business, and there must be a separate bond on file with the department for any subagency at a separate location. All other locations and names, other than the principal location, shall be designated and licensed as subagencies of that dealership. There are no restrictions regarding the number of subagencies a dealer may have.

A motor vehicle dealer that is unable to locate the used vehicle sales facilities adjacent to or at the established place of business need not obtain and hold a subagency license if the vehicle sales lot is:

- a. contained within the same city block
- b. directly across the street
- c. within sight

Additionally, the location must be properly zoned, and the dealer bond must cover the sales lot. If the sales lot is within sight of the principal place of business, no sign is required.

**TEMPORARY SUBAGENCIES** - Reference **RCW 46.70.011**(12), **RCW 46.70.023**(7), & **WAC 308-66-140**(4)

A temporary subagency license must be issued when a dealer is going to conduct business at a location other than the principal place of business or licensed subagency, such as a car show or shopping center promotion. The temporary subagency license is issued for a period not to exceed 10 days. No more than six temporary subagency licenses may be issued to a licensee in any twelve-month period. Auctioneers are exempt from this requirement.

The temporary subagency location shall meet all local zoning and land use regulatory ordinances. Application for the temporary subagency needs to be filed at least three weeks prior to the event. The dealer must obtain bond coverage for the location which shall also be filed with the department in Olympia. The subagency license certificate shall be posted at the location. No other requirements of an established place of business apply to a temporary subagency, and the temporary subagency need not be inspected by the local investigator.

**TIRES** - Reference **RCW 46.37.420**, **RCW 46.37.423**, **RCW 46.37.424**, & **RCW 46.37.425**

No person shall sell, offer for sale, or display any vehicle in this state if the tire has:

- any ply or cord exposed
- any bump, bulge or knot
- any break repaired with a boot
- a tread depth of less than 2/32 of an inch measured in any two major tread grooves at three locations, equally spaced around the circumference of the tire

Please note this statute applies to all vehicle sales.

**TITLE TRANSFER** - Reference **RCW 46.70.122**, **RCW 46.16.045** and **WAC 308-66-190**(1), **WAC 308-56A-420**(5)

A dealer is required to transfer title within 45 days of sale if the vehicle either has a current registration or is delivered on a dealer temporary permit. A dealer may issue a second temporary permit on a vehicle only if the following conditions are met:

1. The lienholder fails to deliver the vehicle title to the dealer within the required time period.
2. The dealer has satisfied the lien and . . .
3. The dealer has proof that payment of the lien was made within two calendar days — exclusive of Saturdays, Sundays or legal holidays — after the sales contract has been executed by all parties and all conditions and contingencies in the sales contract have been met or otherwise satisfied.

We recommend that dealers read and familiarize themselves with the title application section of this manual. The obligation of a dealer to transfer title to a purchaser is the single most important function performed by a licensed vehicle dealer.

If you have any questions concerning title applications, you should contact the County Auditor's Office, your license agent, or your Vehicle Services investigator.

## **TRADE-INS, SELLING PRICE, SALES TAX MEASURES** - Reference **WAC 458-20-247**

The amount of sales tax due is computed by subtracting the trade-in value from the sale price of the vehicle.

The common meaning of qualifying trade-in is "like kind."

This regulation is administered by the Department of Revenue.

## **TRAVEL TRAILER DEALERS** - Reference **RCW 46.70.011**(3)(b)

## **TRIP PERMITS** (See NON-RESIDENT VEHICLE SALES.) - Reference **RCW 46.16.160**

Permits may be purchased at any of the county auditors' or vehicle licensing subagent offices. The permits are used on vehicles that are not licensed in this state. Permits will be used on vehicles being delivered to a resident of another state. Any foreign license plates are to be removed, unless the vehicle is going to be licensed in that state.

Permits can also be used when inventory vehicles are demonstrated and dealer plates are not available for use.

## **TRUST ACCOUNT** (Deposits) - Reference **RCW 46.70.180**(9)

A dealer must set up a separate trust account for deposits taken prior to delivery of a vehicle. To commingle this money with assets of the dealer, salesperson, or manufactured (mobile) home manufacturer, instead of holding this money as trustee in a separate trust account until the purchaser has taken delivery of the vehicle, is a violation of this statute.

A new motor vehicle class dealer may keep a separate trust account which equals customary total customer deposits for vehicles for future delivery.

The trust account must meet the following conditions:

1. It must be designated as a trust account.
2. Any fees charged to the dealer for setting up or maintaining this trust account must be paid by the dealer and are considered to be a cost of doing business.
3. Trust accounts must be set up in a financial institution located and doing business in the state of Washington.
4. A new manufactured (mobile) home dealer must have and use a trust account when in receipt of funds advanced from a purchaser before ordering a home. These funds must remain in a trust account until the dealer completes the sale, set up, and walk through inspection or within 15 days following the transport of the home to the site. Loan proceeds or money paid on an installment contract need not be deposited in trust.

## **USED VEHICLES** - Reference **RCW 46.04.660**

A used vehicle is one which has been titled into the name of a retail purchaser (final consumer) and so used as to have become what is commonly known as “second-hand.”

New vehicles remain “new” regardless of the number of transfers of interest in the vehicle prior to the purchase of the vehicle at retail.

Prior sales between dealers or titling in the names of dealers is not enough to render the vehicle “used” within the meaning of the statute.

An automobile does not become a “used” car simply because several potential buyers have driven it solely for the purpose of demonstration.

## **USED VEHICLE ASKING PRICE** - Reference **RCW 46.70.125**

Any dealer who sells used vehicles is required to either display in writing on the vehicle or disclose in writing upon request the asking price of the vehicle offered for sale as of that time.

## **VEHICLE EMISSIONS**

Certain areas within the state require that an emissions test be done prior to titling or licensing a vehicle. Dealers, even though they are exempt, should be familiar with the requirements in their area. Purchase orders in emissions areas must have a disclosure statement on used vehicles no longer under the manufacturer’s warranty indicating that an owner of a vehicle may be required to spend up to \$150 for repairs if the vehicle does not meet the vehicle emissions standards. The disclosure reference is administered by the Department of Ecology.

## **VEHICLE EQUIPMENT STANDARDS** - Reference Chapter **RCW 46.37** and **RCW 46.70.101**(1)(b)(viii) (See specific sections covering brakes, seat belts, tires, and windshields.)

It is illegal to drive or move, or for the owner to cause or knowingly permit to be driven or moved on any highway, any vehicle which is in an unsafe condition. A vehicle must comply with standards set by the state of Washington or the federal government pertaining to the construction or safety of a vehicle.

## **WAIVERS** - Reference **RCW 46.70.025** & **WAC 308-66-145**

The Director may waive the established place of business requirements if the waiver serves the purposes of the law and is necessary due to unique circumstances.

**WARRANTIES** - Reference MANUFACTURED HOMES, used car buyer's guides, and state and federal regulations.

**WHOLESALE VEHICLE DEALERS** - Reference **RCW 46.70.011**(13) and **RCW 46.70.023**(8)

This section of the statute creates a specific type of vehicle dealer and limits the dealer's business activity to buying and selling other than at retail.

Specific requirements concerning the business location are covered in the above referenced statutes.

**WINDSHIELDS** - Reference **RCW 46.37.410**

All motor vehicles operated on the public highways of this state shall be equipped with a front windshield. Additionally, the windshield on every motor vehicle shall be equipped with a device for cleaning rain, snow, or other moisture from the windshield.

If a windshield is damaged in such a way as to obstruct the driver's clear view of the highway, the vehicle cannot be sold.

---

**SECTION 3**

**VEHICLE TITLING**

---

## What's in This Section?

This section gives instructions on filling out the forms used for vehicle certificate of ownership (title) applications and dealer temporary permits. It also contains information on proof of ownership, signatures, sales tax, and odometer disclosure. An Application for Certificate of Ownership, **TD-420-001**, can be obtained from your local auditor, agent, subagent or online at:

<http://www.dol.wa.gov/forms/forms.htm>

The Dealer Temporary Permit, **TD-420-005**, can only be used by a licensed vehicle dealer.

## Application for Vehicle Certificate of ownership (title)

Complete an application for certificate of ownership (title) on either one of the following forms:

**TD 420-001** - Vehicle Title Application  
**TD 420-005** - Dealer Temporary Permit

### Completing all Vehicle Applications

Complete all applications carefully. You are supplying information that will cause DOL to issue a certificate of ownership (title) to a vehicle.

It is to your advantage to develop a strong working relationship with your local auditor, agent or subagent. They will be very valuable in assisting you with certificate of ownership (title) work.

## COMPLETING VEHICLE CERTIFICATE OF OWNERSHIP APPLICATION/ DEALER TEMPORARY PERMIT

**RCW 46.12.030**  
**WAC 308-56A-020**

Fill out Application for Certificate of Ownership using the following instructions. When there are multiple choices, check the appropriate box.

### Certificate of ownership (title) Options:

- Original (First certificate of ownership in Washington new or used)
- Transfer (Previous Washington certificate of ownership)
- Duplicate (Dealership is legal owner/certificate of ownership lost)
- Manufactured Home Elimination (use when Manufactured home will be taxed as real property)
- Reissue (Dealership is legal owner/releasing interest)
- Ownership in doubt (dealership must obtain Bonded Title/certificate of ownership)

- 1) **Plate/TPO:** Enter the Washington license plate, decal or Title Purpose Only (TPO) number, if a transfer.
- 2) **Tab No:** Enter the current tab number (when applicable) displayed on the rear license plate. (Don't place a tab number in space if a new tab is to be issued.)
- 3) **Color:** The exterior color of the vehicle. Enter Color Code #1 which is the top or front exterior color of the vehicle.

**NOTE:** Use only the colors listed below as authorized by NCIC.

**CODE**

**CODE**

A. ALU=ALUMINUM	P. DGR=GREEN, DARK
B. BGE=BEIGE	Q. LGR=GREEN, LIGHT
C. BLK=BLACK	R. IVR=IVORY
D. BLU=BLUE	S. LAV=LAVENDER
E. DBL=BLUE, DARK	T. MAR=MAROON
F. LBL=BLUE, LIGHT	U. MUL=MULTI COLORED
G. BRZ=BRONZE	V. ONG=ORANGE
H. BRO=BROWN	W. PNK=PINK
I. BUR=BURGUNDY	X. PLE=PURPLE
J. COM=CHROME	Y. RED=RED
K. CPR=COPPER	Z. SIL=SILVER
L. CRM=CREAM	1. STL=STAINLESS STEEL
M. GLD=GOLD	2. TAN=TAN
N. GRY=GRAY	3. TRQ=TURQUOISE
O. GRN=GREEN	4. WHI=WHITE
	5. YEL=YELLOW

A valid color code option is required in the first color field; the second color field may be left blank, e.g., when vehicle is one color only.

- 4) **COLOR #2:** Enter Color Code #2, which is the bottom or rear exterior color of the vehicle.
- 5) **Vehicle Identification (VIN) or Serial Number:** Enter the vehicle identification number (VIN) or serial number exactly as it appears on the supporting documents. If the supporting documents contain an error, a Washington State Patrol inspection may be required. There will be a \$50 inspection fee (or \$15 fee if the vehicle is titled/registered in another state.) The VIN on the application and on the inspection form must be the same. Write the complete VIN on the application.

**NOTE:** Mobile Home Rule: Mobile homes, or manufactured homes, may be single, double or triple wide units. A double wide mobile home has two VINS, a triple wide three VINS, etc.. One unit of a double has a VIN with an "A" character designator, the other unit has a VIN with



a “B” character designator and a triple wide’s third unit would have a “C” character designator. Since we will issue only one certificate of ownership, enter the VIN minus the “A”, “B”, “C”, etc.. (The characters designating the units may not always be ABC, but could be other sequential letters, e.g. XYZ, FG, etc.

When a vehicle has no VIN, WSP will assign or reassign one. Charge \$5 VIN assignment on the certificate of ownership application in addition to the inspection fee of \$50.

- 6) **Model Year:** Enter the model year assigned by the manufacturer.

Model year may be determined by:

Manufacturer’s Statement of Origin (MSO/MCO)  
Factory invoice  
Foreign certificate of ownership or registration  
WSP inspection

In the case of an Assembled vehicle, the year is that of the main body component. If unknown, the year would be determined by the required WSP inspection.

Kit - Is what is shown on the MCO/MSO for the kit. The model year cannot be earlier than the year the kit was manufactured. If the customer cannot provide evidence of the kit’s model year, the vehicle must be inspected by the WSP to determine the model year.

Street Rods: The year the vehicle was first manufactured.

New vehicles: Use the model year on the Manufacturer’s Statement/Certificate of Origin (MSO/MCO) or similar documents provided by the manufacturer.

**RCW 46.12.030**

- 7) **Power:** Enter the single letter code for the type of fuel that powers the vehicle. Leave the space blank for non-powered vehicle. The single letter codes and their meanings are:

G - Gas	P - Propane
D - Diesel	N - Natural Gas
B - Butane	E - Electric
S - Steam	Y - Hybrid
O - Other (such as alcohol)	

If a vehicle is powered by more than one type of fuel (i.e. gas and an LPG fuel), the LPG fuel must be shown as the fuel type. The fees

calculated include a propane fee based on the vehicle's scale weight, and a propane handling fee (**RCW 82.38.075**).

A **Hybrid** vehicle is one that uses propulsion units powered by both electricity and gas. In order for a vehicle to be licensed as Hybrid, Washington law requires that they get at least 50 miles per gallon during city driving as determined by the Environmental Protection Agency (EPA).

8) **Use Class:** Enter the use class abbreviation. Choose from the following list:

CAB	Taxicab
C/G	Converter Gear (certificate of ownership only - not registered)
CMB	A power unit or trailer used in combination with a gross weight of 42,000 lbs or more.
CMP	Camper (Slide in)
COM	Trailer used commercially
COM	Powered vehicle carrying 14,000 lbs or more gross weight; or, trucks licensed in a business' name regardless of gross weight
COM	Passenger cars and light duty trucks licensed in a business' name
CYC	Motorcycle
EXC	County exempt
EXD	City exempt
EXX	Motorcycle Exempt
EXE	State exempt
FAR	Farm
FED	Federally owned or leased ( <u>passenger plates</u> )
FTR	Federally owned or leased ( <u>truck plates</u> )
FTL	Federally owned or leased ( <u>trailer plates</u> )
FCB	A power unit or trailer used in combination with a gross weight of 42,000 lbs or more and used for farm purposes
FCY	Federally owned or leased ( <u>motorcycle plates</u> )
FMT	Federally owned or leased ( <u>motorcycle trailer plates</u> )
FEX	Farm Exempt (Not licensed for road use)
FIX	Fixed Load Truck
F/H	For Hire Vehicles
H/C	Horseless Carriage (40 years old or older - must be processed through Olympia)
H/D	House Moving Dolly
LOG	A power unit used exclusively for hauling logs or a trailer used for hauling logs (but not exclusively)
MH	Motor Home
MOB	Mobile Home / Manufactured Home
ORV	Off Road Vehicle
PAS	Passenger Vehicle
PED	Moped

RES	Restored Vehicle/Collector Vehicle (over 30 years old)
SCH	Private School
SNO	Snowmobile
SNX	Exempt Snowmobile
STA	Stage
TLR	Personal use utility trailers, including horse and boat trailers
TOW	Tow Truck
TRK	Personal use truck not over 12,000 lbs gross weight
TVL	Travel Trailers

- 9) **Make:** Enter the make assigned by the manufacturer. Abbreviations are listed in the Motor Vehicle Excise Tax MSRP Schedule.

These abbreviations are specific and are limited to five letters.

Use the first five letters if unable to find make abbreviations.

Enter “HM” when the vehicle is homemade.

For Kit vehicles that are replica vehicles, the make is KITV regardless of the make shown on the MCO/MSO. For Kit vehicles that are NOT replicas, the make is as shown on the MCO/MSO or as determined by a WSP inspection (dune buggy, roadster, etc.). For Street Rods, the make is the same as the vehicle was originally manufactured, (Chev, Ford, etc.)

**RCW 46.12.030**

- 10) **Series/Body:** Enter the letter/number code established for each specific model of vehicle. The series and body types are:

Listed in the Motor Vehicle Excise Tax MSRP Schedule comprised of multiple numbers and letters limited to eight digits.

When the series and body is not listed in the schedule, call a licensing agent or subagent.

The series and body indicates body style, number of doors, and the unique features of the vehicle.

The following circumstances affect the series and body abbreviation:

**Assembled Vehicle:** Include “ASM” at the end of the series and body type if the vehicle is assembled. (i.e. an assembled pickup would show the series/body as PUASM)

**Cabulance:** Enter “CABULANC” as the series and body type if the vehicle is a Cabulance.

**Glider Kit:** Include “GL” at the end of the series and body type when a glider kit is added to a truck.

**WAC 308-56A-450**

**Kit Vehicle (replicas):** Must describe what the vehicle looks like, e.g. Bradley GT, 57 MG, etc.

**Kit Vehicle (not replicas):** Must list what is shown on the MCO/MSO or describe what the vehicle looks like, e.g. Gazelle, dune buggy, roadster, etc.

**RCW 46.04.251**

**RCW 46.12.440**

**RCW 46.12.450**

**RCW 46.16.680**

**Moped:** Enter “MOPED” for the series and body if the vehicle is a moped.

**Street Rods:** Must describe what the vehicle looks like, e.g., coupe, sedan, roadster, etc.

**RCW 46.12.420**

**WAC 308-56A-150**

**WAC 308-56A-160**

**Wheelchair Conveyance:** Enter “WHLCHRC” for the series and body of such a vehicle.

- 11) **Model ID:** Enter the model identification number from supporting documents. (This is not the Vehicle Identification Number.)

The model identification number can be found under the model description field on the MSO/MCO, on the Dealer Factory invoice and in the Kelly Blue Book New Car Manual. Usually consists of 2-14 characters.

The model identification number is essential in further identifying the correct type of vehicle for the proper assessment of excise tax.

**NOTE:** Nissan, Toyota and Subaru do not list the model identification number on the MSO/MCO.

- 12) **Value Code:** Enter the value code of the vehicle. The value code is used to determine the excise tax, and may be obtained from the current Washington certificate of ownership.

The value code must be one of the following:

**MSRP:** Base Manufacturer's Suggested Retail Price except trucks with scale weight over 6,000 lbs and trailers.

Use the original purchase year with the MSRP value. If the original year of purchase is not known, assume it is the model year.

If the MSRP is not available, it may be obtained from the Department of Licensing Fee Services Unit in Olympia by calling (360) 902-3833.

**NOTE:** Purchase year may not exceed model year.

**Purchase Price:** The selling price of the vehicle before the dealer (seller) deducts for trade-in value or rebate, or adds sales/use tax.

- a) Use original sale price for vehicles without the Manufacturer's Statement/Certificate of Origin (MSO/MCO).
- b) Use latest sale price for trucks with scale weight over 6,000 lbs.
- c) Use latest sale price for commercial trailers with use classes of CMB, COM, CG, or LOG.
- d) Use the latest sale price on all manufactured homes.

**NOTE:** The value of any modification made to a vehicle to accommodate the handicapped should not be included in the value of the vehicle for excise tax purposes. All tax codes have been converted to mid-point values on the computer system. Use tax code conversion charts provided by the Department to establish mid-point value.

Use the model year with the mid-point value or tax code on 1985 and older vehicles except large trucks and commercial trailers.

- 13) **Year:** Value year means:

Large trucks (scale weight over 6000 lb) and commercial vehicles: latest purchase year.

All other vehicles: Original year of purchase when new. Value year may not be greater than the model year. Examples: a 2004 model year vehicle purchased in 2003 will show a value year of

2003. A 2002 model year vehicle purchased retail for the first time in 2003 will show a value year of 2002.

- 14) **MO/Reg (Number of Months Excise Tax):** Enter the number of months for which licensing fee is being charged. (Must be 12 months unless vehicle is part of a fleet.)
- 15) **Reg-Exp: NOTE:** Registration = validating tabs

**Expiration Dates:**

For a vehicle with expired license: Date of delivery + one year when application is on a dealer temporary permit.

For a vehicle that is new: Date of delivery + one year when application is on a dealer temporary permit.

**NOTE:** New vehicles delivered with plate and registration or those with expired licenses - expiration date is date of application when submitted on a Vehicle Title Application (**TD-420-001**).

For a vehicle that is currently registered: Same as on record.

Enter "0000" if the Use Class is farm exempt, horseless carriage, restored, TPO (Title Purpose Only), or exempt. Enter "PERM" if the plates are DAV, POW, MOH, or if vehicle is part of a permanent fleet.

- 17) **Cycle Engine/Motorhome Number:** Enter the motorcycle engine number or motorhome body (coach) number.
- 18) **Residence:** County Code - Enter the code number for the county where the registered owner resides and receives his/her mail.

**WAC 308-56A-040**

00	Out of State	06	Clark	11	Franklin
01	Adams	07	Columbia	12	Garfield
02	Asotin	08	Cowlitz	13	Grant
04	Chelan	09	Douglas	14	Grays Harbor
05	Clallam	10	Ferry	15	Island
16	Jefferson	24	Okanogan	32	Spokane
17	King	25	Pacific	33	Stevens
18	Kitsap	26	Pend Oreille	34	Thurston
19	Kittitas	27	Pierce	35	Wahkiakum
20	Klickitat	28	San Juan	36	Walla Walla
21	Lewis	29	Skagit	37	Whatcom
22	Lincoln	30	Skamania	38	Whitman
23	Mason	31	Snohomish	39	Yakima

Enter "00" when the address is not in Washington State.

Inc/Uninc: Incorporated and unincorporated boxes are used to indicate where the registered owner lives and receives his/her mail. If the owner residence is outside the city limits (unincorporated), mark the UNINC box.

19) **Tax Code:** Enter "95" if vehicle is a mobile home being titled for the first time or if vehicle is listed on "personal property tax rolls" as is the case with some fixed load vehicles. (Proof from the County Assessor's Office that the vehicle is listed on personal property tax rolls must be part of the supporting documentation when using tax code 95.)

20) **Scale Weight:** Enter the scale (empty or unladen) weight for all trucks, passenger vehicles licensed commercially with truck plates, special equipment and trailers (except travel trailers). Obtain the scale weight from one of the following:

Manufacturer's Statement/Certificate of Origin (MSO/MCO);  
Dealer's declaration of factory shipping weight - completed vehicles only;  
Previous certificate of ownership or registration;  
Weight slip (obtained at most fuel yards or other businesses that have public scales);

The NADA or Kelly Blue Book - use a Certificate of Fact form to indicate when you used one of these sources.

**RCW 46.16.070**

21) **Seats:** Enter number of seats, if for hire or stage.

22) **Fleet Code:** If the vehicle is included in a fleet, enter the fleet identifier number. Make sure the name on the application is in agreement with the fleet record in Olympia. The license agency where you do your title work can assist you with this information. They will require the fleet number to process an inquiry.

**NOTE:** A fleet must have 5 or more vehicles. Fleet numbers are assigned in Olympia. Fleet licenses all expire on December 31st. Registration expiration is to be abated in order to add to fleet for current year.

23) **Equipment Number:** If the fleet owner assigns a number to a vehicle, enter that number. This is usually used when a company has several vehicles.

- 24) **Previous State Titled:** Enter state if vehicle was previously titled outside of Washington.
- 25) **Mileage:** Please refer to the odometer instructions at the end of this section.

**IMPORTANT:** Never enter “Unknown” in place of the mileage.

Unless exempt, the odometer disclosure (mileage) must be entered on the back of a secure title/certificate of ownership (one issued after January 1, 1990 and has the required Federal Odometer language) or on an Odometer Disclosure/Title Extension Statement (TD-420-006).

- 26) **CD:** Enter code that identifies the odometer status (A-actual, N-not actual, X-exceeds mechanical limits, E-exempt, G-over 16,000 gross weight, P-prorated).
- 27) **Dealers Report of Sale:** This space must be completed and signed. The following information is required:
- Date of Purchase: Enter date vehicle was purchased.
  - Date of Delivery: Enter date vehicle was delivered if later than date of purchase.
  - Described Vehicle is: Enter “X” in box for new, used, or previously titled. Enter two digit state code if previously titled out-of-state.
  - WA Dealer Number: Enter the Washington Dealer number (see signatures Section 3.).
  - Dealer Name: Enter the name of your dealership. Must match the dealer license issued by the state of Washington.
  - Dealer’s Authorized Signature: Dealer or authorized representative must sign.
- 28) **Registered Owner:** Enter the registered owner(s) name and address. Put the last name first. If the registered and legal owners are the same, enter “same as below”. Enter the zip code unless it’s a foreign country that does not have one.

**EXAMPLE:** Smith,John  
Smith,Jane

**RCW 46.12.030**

Only at the customer’s request enter “Joint Tenants with Rights of Survivorship.” DO NOT ABBREVIATE THIS TERM. Even though you mark the box for JTWROS, the term must be printed in full on the application. Only the letters will appear on the certificate of ownership when issued by DOL.



When more than one person is shown on the certificate of ownership application as registered owners, they are owners in common. Washington does not use words “and” or “or”.

- 29) **Legal Owner:** Enter the full name and address of the legal owner.

Enter the last name first whenever you list an individual rather than a financial institution.

Enter the company name when the legal owner is a company.

Always enter the zip code unless it's for a foreign country that does not have one.

**New PIC\UBI Information: “All original and transfer certificate of ownership applications need the registered owner’s(s’) client number (PIC for individuals and UBI for businesses or organizations) and the legal owner’s(s’) client number.” If the customer represents an exempt business or a non-profit agency, you may enter a code “E”. The code “E” can only be used for business organizations that are not required to obtain a UBI.**

If you are unable to collect a PIC or UBI number, you may enter one of the two reason codes as follows:

- (1) Info Not Available
- (2) Refuse To Provide

**RCW 46.12.030**

- 30) **Declared GWT:** Enter the declared gross weight (for GWT purchased for year). When using a dealer temporary permit, be sure to enter enough gross weight to cover the load the vehicle may carry during the permit period. Gross weight cannot be increased until the dealer temporary permit is cleared and application for certificate of ownership is processed.
- 31) **Mo/GWT:** Enter the number of months of gross weight desired. Gross weight is for 12 months unless gross weight is over 12,000. (Remember, you must enter a minimum of two months when vehicle is on a department temporary and gross weight is 14,000 or more.)
- 32) **GWT Expiration:** Enter month and year gross weight is to expire. (Gross weight expiration date corresponds to the day of the registration expiration.

- 33) **Sales Tax Exemptions:** Complete for any of the applicable sales tax exemptions:

Transferred to spouse.

Sale to Native American on reservation — notarized statement of delivery must be attached.

Sale to qualifying out-of-state resident.

- 37) **Signatures:** Must be signed by purchaser(s) of vehicle or by properly executed power of attorney. Must be properly notarized or certified by employees authorized by the dealership, provided that the vehicle/vessel is being sold by that dealership. The employee's signature must be followed by their printed name, their title and dealer number.

- 38) **Fee Boxes:** Calculate fees and taxes.

Fees are as follows:

**Filing Fee:** The filing fee is \$4 unless the “with license” box is marked.

When the “with license” box is marked, the filing fee is \$7.

**License Service Fee:** The license service fee is \$0.75 (do we want to add a statement like (as of 2003) and is due on the following use classes:

CAB	CMP	EX	EXX	FED	FEX
CYC	F/H (6 seats or less)			H/C*	H/D
LOG	MH	MHC	MOB	ORV	PAS
PED	RES*	RSM	SCH	SNO	SNX
STA(6 seats or less)			TLR	TOW	TVL

\* For vehicles that would NOT otherwise be assessed gross weight fees.

**Excise Tax:** Enter:

- 1) The amount of excise tax
- 2) “VANPOOL” when the vehicle is used regularly as a vanpool vehicle, or
- 3) “Exempt” if:
  - a) An Affidavit For Non-resident Military Exemption Of Excise Tax (Form L) is attached
  - b) Owner is an enrolled tribal member of a Washington recognized tribe living on the reservation and has a completed Affidavit For Excise Tax Exemption and/or Sales Tax Exemption form.

**RCW 82.44.110**

**Important:** Excise tax can be calculated via the Internet. The system will let you know if the buyer's Zip Code is within the Sound Transit (RTA) boundary or Seattle Monorail boundary. The system can be accessed at:

<http://www.dol.wa.gov/vs/vehicleexcisetax.htm>

**Local Option:** Enter \$15 for those counties requiring the local option tax. See below for the participating counties and the use classes for which the fee is due.

King and Pierce Counties

**Use Classes:** CAB, COM (6000 lb or less scale), CYC, FIX (6000 lb or less scale), F/H (6 or less seats), HC (no GWT), HD, MH, MOB, PAS, RES (no GWT), TVL, STA (six or less seats), TLR, TOW, TRK (6000 lb scale or less), MHC.

**Basic License Fee:** Enter the license fee charged when the vehicle is registered (licensed). See **Section 6** for license fee chart.

**NOTE:** The amount of license fee depends on the use class.

**Aquatic Weed:** Enter \$3 surcharge for all boat trailers.

**Application Fee:** Enter \$5 on all certificate of ownership transactions.

**Plate or Tab Fee:** Enter amount to be charged for plate(s), replacement plate(s), or replacement tab(s). See **Section 6** for fee chart.

**INSP/VN ASSGN:** Enter \$15 when vehicle is from out-of-state. Washington dealers may not use inspections performed out-of-state..

Enter \$50 when WSP inspects vehicle that is already registered/titled in Washington. Enter \$5 if WSP assigns or reassigns a VIN. The \$5 VIN assignment (or re-assignment) fee is in addition to any other fee charged, e.g., out of state: \$15 + \$5= \$20; any other inspection \$50 + \$5= \$55.

**Sales/Use Tax:** As a dealer, enter DLR in this field.

**Penalty Fee:** Penalty fees are not changed when proper application is made on a dealer sale.

**Arbitration Fee:** Enter \$3 arbitration fee on all new motor vehicles (except courtesy delivery and fleets of ten or more vehicle sold at the same time by the same dealer).

**Other Fee:** Enter:

\$5 personalized license plate transfer fee, plus the \$30 renewal fee (or abated amount if charging less than 12 months.

\$5 plate transfer for DAV, SD, POW (FPO), PHS, Medal of Honor, HAM, MARS, Purple Heart, Collegiate or Stadium.

DAV	Disabled American Veteran
HAM	Ham Radio Operator/Amateur Radio Operator
MARS	Military Affiliated Radio System
PH	Purple Heart
PHS	Pearl Harbor Survivor
POW	(actually FPO on plate— Former Prisoner of War)
SD	Square Dancer
Collegiate	includes to date:
CWU	Central Washington University
EWU	Eastern Washington University
GRN	The Evergreen State College
UW	University of Washington
WSU	Washington State University (may have WSU at front or behind number)
WWU	Western Washington University

**LPG:** Enter fee for Special Fuel (Propane, Butane, etc.).  
See **Section 6** for fees.

**Gross Weight Fee:** Enter appropriate gross weight fee.  
See **Section 6** for fees.

**GWT Credit:** Enter any allowable gross weight credit. (Proof must be attached along with a notarized/certified release of interest from the previous owner when applicable.).

**RTA Taxes:** A customers who lives in a RTA area must pay an additional .3% excise tax based upon the MSRP of the vehicle being purchased regardless of the location of the dealership. All customers must pay an additional .4% sales tax based upon the purchase price of the vehicle (less any trade-in value) when the dealership is located in an RTA area.

**Seattle Monorail taxes:** At the November 2002 General Election, Seattle voters approved a motor vehicle excise tax of up to 1.4 percent (1.4%) on Washington licensed vehicles registered within the City of Seattle. The Board of the Seattle Monorail Project set the tax rate at .85 percent (0.85%) to be charged during the planning phase of the project. The tax will increase to 1.4 percent (1.4%) when long-term bonds are issued for capital construction.

Beginning with June 1, 2003 vehicle license expirations, vehicle owners within the City of Seattle are assessed a monorail tax. This tax does not apply to new vehicles or vehicles coming in from out-of-state being licensed in Washington for the first time; however, these vehicles will be subject to the monorail tax when renewed the following year. A customer purchasing a used vehicle, from a dealership, that is currently registered in Washington State will be subject to the monorail excise tax.

Monorail tax does not apply to vessel registrations.

**Subagent's Fee:** Enter the subagent's fee when application is filed through a subagent. Fees are as follows:

\$3.50 for renewals.

\$8.50 for any type of certificate of ownership transaction with or without registration.

**Trauma Fee:** \$6.50 Total fee must be charged to customer. Dealer retains \$2.50 for all applications with the exception of applications for snowmobiles and off road vehicles.

**Total Fee and Tax:** Total the amounts shown in all the fee boxes. Collect that amount and remit it to an agent or subagent with accompanying paperwork within the required number of days.

## DEALER TEMPORARY PERMITS

### What Is It?

A dealer temporary permit is a combination application for certificate of ownership and a temporary registration. The format is the same as the certificate of ownership application and is completed using the same instructions. The last copy of the permit is a "hard copy" which is the permit that the buyer must display in the vehicle being purchased. The permit authorizes your customer to operate the vehicle up to 45 days pending receipt of the current plates and/or tabs and registration.

### When can it be used?

A dealer temporary permit may only be issued for vehicles, which do not have a current Washington registration. This includes out-of-state vehicles, Washington vehicles whose tabs have expired, vehicles whose plates have been retained by the previous owner, vehicles which must have gross weight and the gross weight license has expired or has been retained by the previous owner, etc.

### Where can I get them?

Dealer temporary permits are available from any county Auditor licensing office, subagent, or state vehicle licensing office. They cost \$5.00 each at the time of purchase. Whenever a properly completed permit and application fees are submitted to a license agent's office to

transfer ownership to your customer, the agent will give you credit for the \$5.00. So ultimately, there is no fee for using the permit. Fees paid for returned unused permits may be refunded if a dealer goes out of business.

**How do I complete the permit?**

Use the certificate of ownership application instructions. The permit must be completely filled out (except for the fees) before giving the “hard copy” to your customer. Make sure that if the customer chooses monthly gross weight (14,000 pounds or more) that you purchase at least two month’s worth at the correct weight needed for the vehicle. The gross weight cannot be increased until after the temporary permit is cleared. On the back of the “hard copy” of the permit you need to use a very heavy black marking pen to write in the expiration date, using block letters. The expiration date is 45 calendar days from the date of delivery of the vehicle on the permit.

**Where is it displayed?**

The permit is placed in the lower left corner of the vehicle’s rear window. It must be visible from the outside. If the vehicle is a trailer or a motorcycle, the permit may be carried in the towing vehicle, on the person of the rider, or covered in plastic and displayed in the license plate holder of the vehicle.

**What are the restrictions?**

- Permit is valid for 45 days
- Permit must not be altered
- Permit cannot be issued for a dealer or dealer employee operated vehicle
- Permit cannot be issued for demonstration purposes
- Permit cannot be used or replaced if mutilated
- Permit cannot be issued for a courtesy delivery
- Permit cannot be used for daily rental vehicles while waiting for MSO/MCO
- Permit cannot be used for vehicles obtained by a dealer acting as a buyer’s agent

**What are the illegal uses?**

- Completing and assigning the permit for a vehicle and then not using the permit for the application for certificate of ownership.
- Using the permit on a vehicle that hasn’t been sold by the dealership as part of their inventory.
- Misrepresenting information on the permit (such as the date of sale or delivery).
- Providing a customer with a permit that has not been completely filled out (except for fees) and signed by both the purchaser and dealer.
- Substituting an application for certificate of ownership for the permit application for any reason.
- Failing to collect license fees and/or taxes from the customer in money or trade-in value.
- Using a permit in lieu of a trip permit.
- Allowing a purchaser to use a permit pending receipt of out-of-state plates and registration.

## PROOF OF OWNERSHIP

**Acceptable Proof of Ownership** Proof of ownership is documentation that names the owner or owners of a vehicle. A clear chain of ownership documentation must be shown to obtain a Washington State Certificate of Ownership (title).

**Bill of Sale** Bills of sale (BOS) may be used for several purposes depending on the circumstances. A bill of sale should include:

Date of sale,  
Names of seller(s) and buyer(s)  
Complete description of the vehicle (i.e., Make, Model, Year, VIN and license number), and  
The agreed upon selling price.

When a notarized BOS is not required:

A bill of sale accompanies a properly released certificate of ownership, or notarized/certified release of interest.

A BOS is not a required supporting document. However, the date of sale on a bill of sale may be used in lieu of the date on the certificate of ownership.

If the vehicle is from a jurisdiction that does not title (only registers) that particular type of vehicle, a bill of sale is required, but does not need to be notarized.

Insurance company bill of sale or settlement document. (Dealer must repair, obtain a Washington State Patrol inspection and obtain a Washington State Certificate of Ownership (title) in the dealership name before any retail sale.)

Wrecker bill of sale. (Dealer must repair, obtain a Washington State Patrol inspection and obtain a Washington State Certificate of Ownership (title) in the dealership name before any retail sale.)

When a notarized BOS is required (seller's signature):

When a bill of sale is to be used as a release of interest.

Insurance destroyed vehicle is kept by registered owner and subsequently sold. Seller can use a notarized bill of sale as a release of interest if the certificate of ownership was turned into Olympia. . (Dealer must repair, obtain a Washington State Patrol inspection and obtain a Washington State Certificate of Ownership (title) in the dealership name before any retail sale.)



**Canadian vehicles:** The new vehicle information statement from Canada is not an acceptable document without the factory invoice and proper releases.

Used vehicles from Canada must have the previously issued Registration Certificate. If new owners are shown on the Washington certificate of ownership application, releases of interest are required from the owners on the Canadian registration.

The only Canadian Registry that titles vehicles is Nova Scotia.

Liens are not recorded on registrations (or titles if Nova Scotia). Do not require verification or releases of interest from Canadian lienholders (unless they are shown on registration document and their intent is to release).

**NOTE:** If the previous ownership documents, the verification or the releases cannot be obtained, follow ownership in doubt procedures.

**Foreign Vehicles:** Many foreign vehicles manufactured for use in foreign countries do not meet the U.S. Department of Transportation and U.S. Environmental Protection Agency requirements, and cannot be operated legally in the United States without substantial modifications. This is especially true of vehicles manufactured after 1967.

**New Vehicles:** Acceptable ownership documents are (depending on the circumstances):  
Manufacturer's Statement/Certificate of Origin (MSO/MCO), or  
Certificate of Fact stating why MSO/MCO is not available, and  
Photocopy of Factory Invoice (not appropriate if a flooring company is holding the MSO/MCO). Only acceptable if the MSO/MCO is not available and would cause undue delay in the titling of the vehicle. (A release of interest is required from any flooring agent shown on the factory invoice.)

**NOTE:** Require U.S. Customs documents if the MSO/MCO is on a vehicle from a foreign country, whether or not sold by a Washington dealer. (If the vehicle was not imported through a U.S. distributor.)

**Used Vehicles:** Acceptable ownership documents (depending upon the circumstances) include:

Abandoned Vehicle Report (AVR)

Canadian Registration (except for Nova Scotia, Canadian Provinces do not issue titles)

Chattel/Landlord Lien (Form **TD-420-072**)



Government Bill of Sale  
 Insurance Bill of Sale (insurance destroyed vehicle) Dealer must title in dealership name after repaired and obtain inspection from WSP.  
 Notarized/Certified **Affidavit of Loss/Release of Interest**/Affidavit  
 In Lieu of Title (Washington Certificates of Ownership (titles) only)  
 Registrations from Non-Title States  
 Registrations from Foreign Countries  
 Salvage Certificate  
 Seized Vehicle Bill of Sale (Federal, State, City or County)  
 Sheriff Bill of Sale  
 Valid Title from any Other State  
 Washington Certificate of Ownership (title)  
 Wrecker Bill of Sale Dealer must title in dealership name after repaired and obtain inspection from WSP.

## **SIGNATURES**

**Registered/ Legal Owner**

## **SIGNATURE REQUIREMENTS**

**Signing On:** ALL REGISTERED OWNER(S), LESSEE(S) AND LESSOR IF THERE IS A LIENHOLDER signatures are required to be notarized/certified whenever processing the following transactions:

“Original”

“Transfer”.

Adding a lienholder where there previously was none.

**RCW 46.12.170**

Adding Joint Tenants With Rights of Survivorship - JTWROS.

**WAC 308-56A-060**

**NOTE:** Lienholders signatures are not required on an application.

---

**IMPORTANT:** Please encourage your customer to sign his/her name the way it appears on his/her driver's license or picture I.D. Always write the customers driver's license number (PIC) on the application for Certificate of Ownership (title) or dealer temporary permit. Businesses should be encouraged to use their Unified Business Identifier (UBI) account name when filling out registered and/or legal owner name during a title transaction.

---

Businesses that are exempt or non-profit organizations may be exempt from UBI requirements. For these businesses, you may use an “E”.

**Signing Off:** When releasing interest in a vehicle, signatures are required from all registered, lessors and legal owners.

### **Registered Owners:**

Signatures releasing interest on Certificates of Ownership (titles) do not need to be notarized/certified.

**NOTE:** This also applies to foreign states titles, even if that jurisdiction requires a notarized/certified signature on the foreign title/certificates of ownership.

Signatures releasing interest on any other DOL approved form must be notarized/certified. This includes a bill of sale for this purpose.

**WAC 308-56A-250**

**WAC 308-56A-265**

**WAC 308-56A-270**

**WAC 308-56A-275**

### **Legal Owners:**

Signatures releasing interest on Certificates of Ownership (titles) do not need to be notarized/certified. This also applies to out-of-state titles, even if another state requires a notarized/certified signature. **Signatures of lienholders releasing interest on any other DOL form, specific lien release form from other state's DMV's, financial institution's lien release form or their letterhead do not need to be notarized/certified if accompanied by the Certificate of Ownership;**

**NOTE:** This also applies to foreign titles, even if that state requires a notarized/certified signature on the foreign title.

**WAC 308-56A-265**

**What must the signature contain?** The following will help you to determine if the signature on the document is complete and acceptable:

#### **Client:**

Signature must match the name as it appears on the application or record, or if initials are used, they must coincide with the name on the application or certificate of ownership/title/record.

**EXAMPLE:** Name on Certificate of Ownership (title):

John D. Smith Signed Off as J.D. Smith OR

Name on Certificate of Ownership (title): J.D. Smith

Signed On as John D. Smith

Common nicknames are acceptable (i.e., Bob for Robert, Liz for Elizabeth).

**WAC 308-56A-270**

**Client Organization:**

The name of the organization or commonly accepted abbreviation, and the name of the person followed by their title of office (the relationship to the client organization).

**WAC 308-56A-270**

**NOTE:** The above rules apply to both registered and legal owner signatures.

**Signing on behalf of another:** When an individual has been “appointed” to sign on behalf of another (whether registered owner or legal owner), accept one of the following as a supporting document:

**Power of Attorney:**

Signature = name of owner “by” Attorney in Fact’s name, “POA” (POA form must be notarized/certified).

**Example:** John Q. Public by Jane Brown, POA

If the power of attorney is given to the dealership in general, the proper release would have to include the dealership and the title of the person signing on behalf of the dealership:

**Example:** John Q. Public by Jane Brown  
TC, Al’s Autos, POA

**NOTE:** The only exceptions are vehicles sold by an Oregon dealer, using an Oregon POA on an Oregon certificate of ownership/title which may be witnessed in lieu of being notarized/certified.

**Court Appointed Representative:**

Signature = name of owner “by”  
Representative’s name, “Personal Representative”

**Court Appointed Guardian:**

Signature - name of owner “by”  
Guardian’s name, “Guardian”

**Court Appointed Executor/Executrix (or Administrator/Administratrix):**

Signature = Name of owner “by”  
Executor/Executrix name, “Executor” or “Executrix”

The above signatures **MUST** be notarized/certified on all documents (except when releasing interest on Certificate of Ownership (title)).

**WAC 308-56A-335**

**Mediums used when signing:** The following is a list of mediums used for signatures and when (or if) they're acceptable).

MEDIUM	SIGN ON	SIGN OFF	SEE COMMENT
Ink/Pencil	Y	Y	(1)
Stamped/Typed ( <b>WAC 308-56A-275</b> )	N	Y	(2)
By mark (i.e., "X")	Y	Y	(3)
Fax/photocopy ( <b>WAC 308-56A-275</b> )	N	N	(4)
Printed	Y	Y	
Written	Y	Y	
Seal (i.e., Notary)	N	N	

**Comments:**

- (1) Do NOT use red, green, pink, or pastel-colored ink.
- (2) Can be used by a client organization **ONLY** when signing off on the Certificate of Ownership (title). The American Disabilities Act (ADA) gives us some leeway when a stamped signature is used by a person with a disability. Call a licensing office for authorization to provide reasonable accommodation for a disabled person.
- (3) Attach a **Certificate of Fact** from witness stating individual is unable to sign.
- (4) DOL must receive the original document and signature for microfilming purposes.

**Who can notarize/certify signatures?**

Signatures of registered owners on certificate of ownership applications as well as all signatures releasing interest on all DOL approved documents, except certificates of ownerships, are required to be notarized/certified. In addition, many other DOL approved documents require a notarized/certified signature. The following is a list of individuals authorized to notarize/certify signatures:

- Notary Public, County Auditor and appointed licensing employees, (must follow signature with office and operator numbers).
- Subagents and their appointed licensing employees, (must follow signature with office and operator numbers).
- Agents authorized by DOL,
- Authorized DOL employees,
- Liaison Officers,
- Employees authorized by a licensed dealer, provided that the vehicle/vessel is being sold by that dealership. The employee's signature must be followed by their printed name, title and dealer number.

**WAC 308-56A-275**

**Acceptable I.D. for Verification:** Please verify the identity of the person signing. Accept a driver's license or other picture I.D. (i.e., identification cards issued by: business, school, government, military, etc.). If these are not available, you may accept any TWO of these: Nationally or regionally known signed credit cards, voter's registration card, passport and/or social security card.

Encourage your customer to use their name on the application for Certificate of Ownership (title) as it appears on their driver's license or picture I.D.

**Errors made on Certificates of Ownership (titles):** Sometimes errors are made on Certificates of Ownerships (titles) for various reasons. Here are some of the most common errors, and how to correct them:

**Altered Signatures:** The person who made the error must submit a notarized/certified certificate of fact with an explanation.

**WAC 308-56A-215**

**New registered owner information filled out, sale fell through:** Require a notarized/certified certificate of fact from owner of record indicating that the sale fell through.

**WAC 308-56A-215**

**Legal Owner signs off Certificate of Ownership (title), signs back on the legal owner line in error:**

The person making the error must submit a notarized/certified certificate of fact with an explanation and a new release of interest.

**WAC 308-56A-215**

**Name appears in new legal owner section on Certificate of Ownership (title):**

Unless this is a legal owner who signed off and back on again in error, a notarized/certified release of interest from the person named must be submitted if their intent is not to be recorded as the new legal owner.

**Errors made on Certificate of Ownership (title) and Certificate of Ownership (title) applications:**

Any **application for Certificate of Ownership (title)** containing an error must be accompanied by a **Certificate of Fact** with an explanation from the person making the error. The only exception is if a lienholder is listed in error, where there should not be one. Attach a notarized/certified release of interest from that "Lienholder."

**WAC 308-56A-215**

If a lienholder is placed on an application and is changed before the Certificate of Ownership (title) is processed, the person making the change must attach a notarized/certified **Certificate of Fact** explaining the change.

**WAC 308-56A-215**

**IMPORTANT:** DO NOT erase on a Certificate of Ownership (title). This will void the document! Instead of making the owner of record apply for a new Certificate of Ownership (title) before selling the vehicle, require a notarized/certified **Certificate of Fact** explaining the error from the owner of record.

**Doing Business as (DBA)**

Signature requirements for DBA are:

**To sign-on:**

J.Q. Public, d/b/a Public Works, President. Name, company name and title of person signing is minimum requirement.

Verify signature and identification (ID)

Signatures must be notarized and certified.

**WAC 308-56A-250**

**To sign-off:**

J.Q. Public, d/b/a Public Works, President. Company name, name and title of person signing off is preferred. The name alone is acceptable.

A release is not required from the registered owners when:

A notarized affidavit of repossession from legal owner of record is attached. The legal owner still must release interest.  
The Certificate of Ownership (title) is signed off by trustee.  
Requires court document.

**WAC 308-56A-265**

**Corporation or  
Company Name**

**To sign-on:**

The company name, representative's name and title are needed.

**To sign-off:**

The company name, representative's name and title are preferred, but name alone is acceptable.

**WAC 308-56A-265**

**Lessee/Lessor**

**To sign-on:**

**EXAMPLE:** Public, J Q LSE

Signature of Lessee required.

**To sign-off:**

No release required from lessee.

**Lessee/Lessor  
With Legal  
Owner**

J.Q. Public as lessor with a separate legal owner.

**To sign-on:**

Lessor's signature required only when there is a lienholder.

**To sign-off:**

Lessor must sign off as registered owner.

**SALES TAX**

Sales tax is due on the purchase of any vehicle through a Washington dealer, including mobile homes. Dealer must collect sales tax, and:

Remit taxes directly to the Department of Revenue , and

Complete the Dealer's report of sale space, and sign the application.

**Sales to Non-  
Residents**

Sales tax is not required to be collected if the vehicle is sold to an out-of-state resident and is being titled and registered out-of-state. Records including verification of non-residency must be retained by the dealer.

<b>Manufactured Home</b>	A selling dealer or agent will collect and must remit sales tax to the Department of Revenue for title transfers of manufactured homes.
<b>Sales Tax Washington Dealer Sales</b>	The Dealer's Report of Sale must be completed when a Washington Dealer sells a vehicle or a mobile home. The report of sale shows the dealer collected sales tax. The dealer must submit the taxes directly to DOR.
<b>Native American</b>	Native Americans may be sales tax exempt. Attach the following documentation:  A notarized affidavit by the dealer that delivery was made on the reservation, and A properly completed and signed Washington State Retail Sales/Use Tax Exemption Certificate for vehicles sold to enrolled tribal member form for sales tax exemption. Refer Native Americans requesting refunds of sales tax to the Department of Revenue. REV 32 2502e (8-03-01)
<b>Driver Safety Education Vehicles - Use Tax Exemption</b>	Vehicles used for Driver Safety Education must have the TSE - 17 form to exempt the sales/use tax. The form is available to all Washington school districts from the Superintendent of Public Instruction (SPI).
<b>Military Owned - Washington Not Home of Record</b>	A nonresident military person is a bona fide resident of another state at the time they were called to active duty.  NRM personnel stationed in Washington who purchase vehicles from Washington dealers and register them in their home of record are <u>not</u> exempt sales tax.
<b>Trade-in Reduction of Sales Tax</b>	Vehicle owners may receive a deduction of the value of a trade-in for a "like-kind" purchase when determining the purchase price for the purpose of assessing sales tax.  "Like-kind" trade-ins for titling and licensing functions are defined by DOL as:  <b>Category A — Motor Vehicles.</b> Cars, trucks, trucks with canopies, motorcycles, motorhomes, mopeds, ORV's and wheelchair conveyances.  <b>Category B — Trailers.</b> Boat trailers, utility trailers, animal trailers, commercial trailers, and all other trailers except travel trailers and tent/camp trailers.  <b>Category C — Recreational Land Vehicles.</b> Travel trailers, campers, tent/camp trailers and motorhomes.



**Category D — Boats.**

**Category E — Snowmobiles.**

**Category F — Personal Property Mobile Homes, Travel Trailers, Motorhomes, Tent/Camp Trailers and Campers.**

**RCW 82.08.010(1)**

**IMPORTANT:** Both items must be the same category for the trade-in allowance to apply. Some vehicle may be in more than one category, such as motorhomes.

**EXAMPLE 1:** A car for a truck, or a motorhome for a travel trailer. Cannot be a car for a boat or a utility trailer for a snowmobile.

**EXAMPLE 2:** Because a motorhome is in both category A and C, a pickup truck (category A) with camper (category C) will receive full credit when traded on a motorhome and vice versa.

**Rideshare  
Vehicle**

A Rideshare Vehicle may be sales tax exempt. The vehicle must:

Be a passenger vehicle or van, and must be in one of the three categories listed below:

Commuter trip reduction ridesharing for 5 or 6 persons. Requires a Rideshare Plate Application (**TD 420-748**), name and signature of employer/public transportation official and form **TD 420-754** listing the names, addresses and signatures of the riders.

Commuter ridesharing for 7 to 15 persons. Requires Rideshare Plate Application (**TD 420-748**) and form **TD 420-754** listing the names, addresses and signatures of the riders.

Ridesharing for persons with special transportation needs. Requires a Rideshare Plate Application (**TD 420-748**) and a copy of the operating certificate issued by the Utilities and Transportation Commission.

**RideshareExcise  
Tax Exemption**

To receive an excise tax exemption vans must have a seating capacity of 15 or less, or must be used regularly as a ride-sharing vehicle by:

7 or more persons including driver, or  
5 or more persons including driver, if at least 3 are confined to wheelchairs when riding.

**Rideshare: Sales Tax Exemption** To receive a sales tax exemption, the vehicle must be a van that:  
Has seating capacity of 5 to 7, and  
Is used regularly as a ride-sharing vehicle, and  
Must qualify for excise tax exemption as listed above for 36 consecutive months beginning within 39 days of the application to be exempt from sales tax.

**Rideshare Vehicles w/o Rideshare Plates** Vehicles without rideshare plates won't receive Rideshare tax exemptions. Application for rideshare plates must be made prior to title application.

### **Keeping the Exemptions**

**Rideshare Plates- Transfer To New Vehicle** Existing rideshare plates can be transferred to a new vehicle if a new application is submitted for approval.

**Note:** Contact your license agent for further instruction as needed.

## **ODOMETER DISCLOSURE STATEMENTS**

**Odometer Disclosure Statements** Require odometer disclosure statements with all originals and transfers of ownership for vehicles under 10 years old (unless exempt). Determination of age is based upon the model year of the vehicle.

Below are definitions for secure and non-secure Certificates of Ownership (titles):

**Secure Certificates of Ownership (titles):** All Certificates of Ownership (titles) issued 1/1/90 and later and contain the Federal Odometer language.

**Nonsecure Certificates of Ownership (titles):** All Certificates of Ownership (titles) issued before 1/1/90 regardless if it contains Federal Odometer language. The following are situations that **do not** require an odometer disclosure statement:

Vehicles with a Gross Weight of over 16,000 pounds, and are purchasing at least one month of gross weight license,  
Vehicles that are 10 years old and older, at the time of sale,

**EXAMPLE:** 2003 = current year  
              -1994 = model year  
                  9 years (statement required)

Non-powered vehicles,

Transfer of a new vehicle before its first retail sale (dealer reassignment on MSO/MCO),

**NOTE:** Dealers titling a new vehicle in their dealership name must submit an odometer disclosure statement.

Snowmobiles, (*ORV use class vehicles are NOT exempted under law. See **RCW 46.12.124.***)

Vehicles with an SNX use class.

**Odometer  
Disclosure  
Secure  
Certificates of  
Ownership  
(titles)**

The following information is true for odometer statements on all secure Certificates of Ownership (titles):

An odometer disclosure can only be made on the secure Certificates of Ownership (titles) OR on secure odometer disclosure document approved by the issuing state.

**EXAMPLE:** Odometer Disclosure/Title Extension Form.

**IMPORTANT:** Please refer to your Odometer Disclosure Handbook for more information.

The secure Certificate of Ownership (title) must have a complete chain of odometer disclosure statements.

**Odometer  
Disclosure  
Unsecured  
Certificates of  
Ownership  
(titles)**

The following is true for odometer statements on all unsecured Certificates of Ownership (titles):

The odometer disclosure can be made on the Certificate of Ownership (title) or on a secure odometer disclosure statement.

Only the last odometer disclosure is required (can accept more than one, if presented; there are no limits on the number of odometer disclosure statements that can be attached to the unsecured Certificate of Ownership (title)).

**IMPORTANT:** Do not confuse how many odometer disclosure statements are required with the number of dealer to dealer reassignments which may be required. A clear chain of ownership is always required.

**Odometer  
Disclosure – All**

The following applies to all vehicles affected by odometer disclosure requirements:

The Odometer Disclosure/Title Extension form (TD 420-006) may be used.

Always use the mileage code from the current odometer disclosure statement. Do not use a mileage code from any other supporting document, Certificate of Ownership (title) or DOL record, including a WSP inspection form.

Out-of-state and foreign titled vehicles follow the same procedures as outlined above.

**Odometer  
Disclosure -  
Interim Owners**

Interim owners who are not required to title, (such as dealers, salvage pools, auction, etc.) must keep a copy of the odometer statement.

The odometer statement must be completed and signed by the person from whom they acquired the vehicle, and signed by the seller. Both disclosures must be kept for five years.

Only the last seller's odometer statement is required to be presented for titling when the Certificate of Ownership (title) is unsecured (applies to Certificates of Ownership (titles) issued prior to January 1, 1990).

If a secure Certificate of Ownership (title) is involved:

All sellers' odometer disclosures must be made on the back of the Certificate of Ownership (title) or on any state's issued/approved secure odometer statement (carbon copies of the state issued approved form is acceptable if designated as the customer's copy).

**NOTE:** Registered tow truck companies and auctions are not required to disclose (unless they are selling the vehicle under a dealer license).

**IMPORTANT:** Never accept an incomplete odometer disclosure statement.

**Odometer  
Disclosure  
Leased Vehicle**

At the end of a lease or when the vehicle is sold, the lessor is required to notify the lessee in writing requiring the lessee to provide a written disclosure to the lessor. The lessee completes the odometer disclosure statement and mails it to the lessor who keeps it for five years. The lessee will then make the odometer disclosure as the seller unless the lessor has possession of the vehicle for resale purposes.

For new vehicles, the dealer discloses mileage as seller, and the lessee acknowledges as buyer.

**Odometer Disclosure Error** If the odometer reading printed on the secure certificates of ownership (title) is in error, contact a licensing agency to determine who made the error. The Department will determine if the error can be corrected. If so, a new Certificate of Ownership (title) application will have to be sent into the Department to correct the error with the applicable documentation.

**RCW 14.12.124**  
**WAC 308-56A-610**

**Odometer Disclosure - Involuntary Divestiture** If the interest of an owner in a vehicle passes to another, other than by voluntary transfer, the seller, although not the owner of record, must complete an odometer disclosure statement as transferor, and the buyer must acknowledge as transferee (buyer) (*Odometer disclosure from the seller to the buyer IS DUE according to the federal law.*) pursuant to **RCW 46.12.124.**

**WAC 308-56A-640**

**Disclosure Power of Attorney** - Although DOL no longer prints the Odometer Power of Attorney (POA) - Odometer Disclosure Form (TD 420-003), some dealers may still have them in their possession and are allowed to use them. A Power of Attorney (POA) may be used to appoint someone other than the seller to disclose the odometer reading. There are three types of acceptable POA's:  
Power of Attorney/Release of Interest (**TD 420-050**): Can be used for odometer disclosure for either secure or non-secure Certificates of Ownership (titles). Odometer Power of Attorney (POA) - Odometer Disclosure Form (TD 420-003).

Follow the instructions. General Power of Attorney:

Can be used for odometer disclosure for either secure or non-secure certificates of ownership (title)s. Obtain a notarized/certified copy to attach to the title transaction.

---

**IMPORTANT:** POAs cannot be used to:

Disclose the odometer for both the buyer and the seller, or  
Disclose the odometer and release of interest unless the Secure Odometer Power of Attorney includes a release of interest for the registered owner.

---

**Note:** There are no longer supplies of the Odometer Power of Attorney (POA) - Odometer Disclosure Form at DOL or the dealers associations.

**IMPORTANT:** Dealers may contact the Washington State Automobile Dealers' Association (WSADA) at (425) 251-9483 or Washington State Independent Automobile Dealers' Association (WSIADA) at (206) 431-8111 to purchase a supply of the Odometer Disclosure/Title Extension Statement (TD 420-006.)

**WAC 308-56A-640**

---

**SECTION 4**

**FORMS**

---

Here are the links to the Washington State Vehicle Forms. To access them, just “click” on the desired form number, in **RED** below.

<b>Form No.</b>	<b>Form Title</b>
<b>TD-420-001</b>	Application for Certificate of Ownership (Title)
<b>TD-420-023</b>	Tax Affidavit - Enrolled Tribal Member
<b>TD-420-040</b>	Affidavit of Loss
<b>TD-420-042</b>	Affidavit of Repossession
<b>TD-420-043</b>	Certificate of Fact
<b>TD-420-044</b>	Military Affidavit
<b>TD-420-050</b>	Release of Interest/Power of Attorney
<b>TD-420-054</b>	Vehicle Ownership Bond
<b>TD-420-062</b>	Vehicle Seller's Report of Sale
<b>TD-420-072</b>	Affidavit of Vehicle Sale - Chattel Lien
<b>TD-420-748</b>	Rideshare Plate Application
<b>TD-420-754</b>	Rideshare Rider List

---

**SECTION 5**

**WASHINGTON LAWS AND RULES**

---



Here are the links to the Washington State Dealer Laws and Rules. To access them, just “click” on the desired Law (RCW) or Rule (WAC) in **RED** below.

**RCW 18.85**

**RCW 46.04.251**

**RCW 46.04.660**

**RCW 46.12.030**

**RCW 46.12.105**

**RCW 46.12.124**

**RCW 46.12.170**

**RCW 46.12.290**

**RCW 46.12.420**

**RCW 46.12.440**

**RCW 46.12.450**

**RCW 46.16.045**

**RCW 46.16.070**

**RCW 46.16.160**

**RCW 46.16.680**

**RCW 46.37**

**RCW 46.37.410**

**RCW 46.37.420**

**RCW 46.37.423**

**RCW 46.37.424**

**RCW 46.37.425**

**RCW 46.37.540**

**RCW 46.37.550**

**RCW 46.37.560**

**RCW 46.37.570**

**RCW 46.44.170**

**RCW 46.44.173**

**RCW 46.44.175**

**RCW 46.70**

**RCW 46.70.011**

**RCW 46.70.021**

**RCW 46.70.023**

**RCW 46.70.025**

**RCW 46.70.027**

**RCW 46.70.028**

**RCW 46.70.029**

**RCW 46.70.041**

**RCW 46.70.061**

**RCW 46.70.070**

**RCW 46.70.083**

**RCW 46.70.090**

**RCW 46.70.101**

**RCW 46.70.120**

**RCW 46.70.122**

**RCW 46.70.124**

**RCW 46.70.125**

**RCW 46.70.130**

**RCW 46.70.135**

**RCW 46.70.180**

**RCW 46.70.183**

**RCW 46.70.290**

**RCW 62A.9A**

**RCW 82.08.010**

**RCW 82.38.075**

**RCW 82.44.110**

**WAC 308-56A-020**

**WAC 308-56A-040**

**WAC 308-56A-060**

**WAC 308-56A-150**

**WAC 308-56A-160**

**WAC 308-56A-215**

**WAC 308-56A-250**

**WAC 308-56A-265**

**WAC 308-56A-270**

**WAC 308-56A-275**

**WAC 308-56A-335**

**WAC 308-56A-420**

**WAC 308-56A-450**

**WAC 308-56A-460**

**WAC 308-56A-610**

**WAC 308-56A-640**

**WAC 308-58-040**

**WAC 308-66-110**

**WAC 308-66-140**

**WAC 308-66-145**

**WAC 308-66-152**

**WAC 308-66-155**

**WAC 308-66-157**

**WAC 308-66-160**

**WAC 308-66-165**

**WAC 308-66-180**

**WAC 308-66-190**

**WAC 308-66-195**

**WAC 458-20-177**

**WAC-458-20-247**

---

**SECTION 6**

**FEE CHARTS**

---

## Original/Renewal License Tab Fees

(Effective with registrations due 9/1/2002 and later.)

Use Class	Months ▶												
	Description ▼	12	11	10	9	8	7	6	5	4	3	2	1
CAB	taxicab	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
C/G	converter gear	converter gear not licensed, TPO only											
CMB	combination, powered	see appropriate gross weight chart											
CMB	combination, non-powered	no license tab fee											
CMP	camper, original	\$4.90	\$4.49	\$4.08	\$3.68	\$3.27	\$2.86	\$2.45	\$2.04	\$1.63	\$1.23	\$0.82	\$0.41
CMP	camper, renewal	\$3.50	\$3.21	\$2.92	\$2.63	\$2.33	\$2.04	\$1.75	\$1.46	\$1.17	\$0.88	\$0.58	\$0.29
COM	commercial, powered	see appropriate gross weight chart											
COM	commercial, non-powered	\$34.00	\$31.17	\$28.33	\$25.50	\$22.67	\$19.83	\$17.00	\$14.17	\$11.33	\$8.50	\$5.67	\$2.83
CYC	motorcycle	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
EX	exempt city, county, state, etc.	no license tab fee for exempt vehicles (state, county, city, Indian)											
FAR	farm, powered	see appropriate gross weight chart											
FCB	farm combination, powered	see appropriate gross weight chart											
FED	federally owned	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
FEX	farm exempt, powered	no original or renewal license tab fee for exempt vehicles											
FEX	farm exempt, non-powered	no original or renewal license tab fee for exempt vehicles											
FIX	fixed load, powered	see appropriate gross weight chart											
F/H	for hire, 6 seats or less	\$45.00	\$41.25	\$37.50	\$33.75	\$30.00	\$26.25	\$22.50	\$18.75	\$15.00	\$11.25	\$7.50	\$3.75
F/H	for hire, 7 seats or more	see appropriate gross weight chart											
H/C	horseless carriage	fees must be current, see specific use class for vehicle type											
H/D	house moving dolly, non-powered	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
LOG	log, powered	see appropriate gross weight chart											
LOG	log, non-powered	\$34.00	\$31.17	\$28.33	\$25.50	\$22.67	\$19.83	\$17.00	\$14.17	\$11.33	\$8.50	\$5.67	\$2.83
MHC	horseless carriage, cycle	fees must be current, see specific use class for vehicle type											
MCT	motorcycle trailer	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
MH	motor home	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
MOB	manufactured home (if licensed)	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
ORV	off road vehicle	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
PAS	passenger	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
PED	moped	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
RES	restored	fees must be current, see specific use class for vehicle type											
RSM	restored, cycle	fees must be current, see specific use class for vehicle type											
SCH	private school	no original or renewal license tab fee for exempt vehicles											
SNO	snowmobile *	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
SNX	snowmobile, exempt	no original or renewal license tab fee for exempt vehicles											
STA	stage, 6 seats or less	\$45.00	\$41.25	\$37.50	\$33.75	\$30.00	\$26.25	\$22.50	\$18.75	\$15.00	\$11.25	\$7.50	\$3.75
STA	state, 7 seats or more	see appropriate gross weight chart											
TLR	trailer	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50
TOW	tow truck	\$55.00	\$50.42	\$45.83	\$41.25	\$36.67	\$32.08	\$27.50	\$22.92	\$18.33	\$13.75	\$9.17	\$4.58
TRK	truck	see appropriate gross weight chart											
TVL	travel trailer	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00	\$17.50	\$15.00	\$12.50	\$10.00	\$7.50	\$5.00	\$2.50

\*Snowmobile renewals expiring 2002 increased from \$20 to \$25;  
those expiring 2003 increase from \$25 to \$30 (ESSB 6153/2001 Legislative session).

### Propane Fee Abatement Chart by Gross Weight

Gross Weight ►	4,000 to 10,000	10,001 to 18,000	18,001 to 28,000	28,001 to 36,000	36,001 and over
Number Months ▼					
12	\$91.25	\$158.33	\$215.83	\$292.50	\$484.17
11	\$84.06	\$145.56	\$198.26	\$268.54	\$444.24
10	\$76.88	\$132.78	\$180.69	\$244.58	\$404.31
9	\$69.69	\$120.00	\$163.13	\$220.63	\$364.38
8	\$62.50	\$107.22	\$145.56	\$196.67	\$324.44
7	\$55.31	\$94.44	\$127.99	\$172.71	\$284.51
6	\$48.13	\$81.67	\$110.42	\$148.75	\$244.65
5	\$40.94	\$68.89	\$92.85	\$124.79	\$204.65
4	\$33.75	\$56.11	\$75.28	\$100.83	\$164.72
3	\$26.56	\$43.33	\$57.71	\$76.88	\$124.79
2	\$19.38	\$30.56	\$40.14	\$52.92	\$84.86
1	\$12.19	\$17.78	\$22.57	\$28.96	\$44.93

### PROPANE FEE ABATEMENT CHART BY GROSS WEIGHT

Effective January 1, 2004

Gross Weight ►	up to 10,000 lbs	10,001 to 18,000 lbs	18,001 to 28,000 lbs	28,001 to 36,000 lbs	36,001 lbs and above
Months ▼					
12	\$105.00	\$186.67	\$256.67	\$350.00	\$583.33
11	\$96.25	\$171.11	\$235.28	\$320.83	\$534.72
10	\$87.50	\$155.56	\$213.89	\$291.67	\$486.11
9	\$78.75	\$140.00	\$192.50	\$262.50	\$437.50
8	\$70.00	\$124.45	\$171.11	\$233.33	\$388.89
7	\$61.25	\$108.89	\$149.72	\$204.17	\$340.28
6	\$52.50	\$93.33	\$128.33	\$175.00	\$291.67
5	\$43.75	\$77.78	\$106.95	\$145.83	\$243.05
4	\$35.00	\$62.22	\$85.56	\$116.67	\$194.44
3	\$26.25	\$46.67	\$64.17	\$87.50	\$145.83
2	\$17.50	\$31.11	\$42.78	\$58.33	\$97.22
1	\$8.75	\$15.56	\$21.39	\$29.17	\$48.61

**COM, F/H, FIX, LOG, STA, TRK License Fee Based on Gross Weight**

MONTHS ► GW ▼															
	12	11	10	9	8	7	6	5	4	3	2	1			
4000	35	31.92	28.83	25.75	22.67	19.58	16.5	13.42	10.33	7.25	4.17	1.08			
6000	42	38.33	34.67	31	27.33	23.67	20	16.33	12.67	9	5.33	1.67			
8000	53	48.42	43.83	39.25	34.67	30.08	25.5	20.92	16.33	11.75	7.17	2.58			
10000	60	54.83	49.67	44.5	39.33	34.17	29	23.83	18.67	13.5	8.33	3.17			
12000	77	70.42	63.83	57.25	50.67	44.08	37.5	30.92	24.33	17.75	11.17	4.58			
14000	88	104.5	95	85.5	76	66.5	57	47.5	38	28.5	19	9.5			
16000	100	115.5	105	94.5	84	73.5	63	52.5	42	31.5	21	10.5			
18000	152	163.17	148.33	133.5	118.67	103.83	89	74.17	59.33	44.5	29.67	14.83			
20000	169	178.75	162.5	146.25	130	113.75	97.5	81.25	65	48.75	32.5	16.25			
22000	183	191.58	174.17	156.75	139.33	121.92	104.5	87.08	69.67	52.25	34.83	17.42			
24000	198	205.33	186.67	168	149.33	130.67	112	93.33	74.67	56	37.33	18.67			
26000	209	215.42	195.83	176.25	156.67	137.08	117.5	97.92	78.33	58.75	39.17	19.58			
28000	247	250.25	227.5	204.75	182	159.25	136.5	113.75	91	68.25	45.5	22.75			
30000	285	285.08	259.17	233.25	207.33	181.42	155.5	129.58	103.67	77.75	51.83	25.92			
32000	344	339.17	308.33	277.5	246.67	215.83	185	154.17	123.33	92.5	61.67	30.83			
34000	366	359.33	326.67	294	261.33	228.67	196	163.33	130.67	98	65.33	32.67			
36000	397	387.75	352.5	317.25	282	246.75	211.5	176.25	141	105.75	70.5	35.25			
38000	436	423.5	385	346.5	308	269.5	231	192.5	154	115.5	77	38.5			
40000	499	481.25	437.5	393.75	350	306.25	262.5	218.75	175	131.25	87.5	43.75			
42000	519	499.58	454.17	408.75	363.33	317.92	272.5	227.08	181.67	136.25	90.83	45.42			
44000	530	509.67	463.33	417	370.67	324.33	278	231.67	185.33	139	92.67	46.33			
46000	570	546.33	496.67	447	397.33	347.67	298	248.33	198.67	149	99.33	49.67			
48000	594	568.33	516.67	465	413.33	361.67	310	258.33	206.67	155	103.33	51.67			
50000	645	615.08	559.17	503.25	447.33	391.42	335.5	279.58	223.67	167.75	111.83	55.92			
52000	678	645.33	586.67	528	469.33	410.67	352	293.33	234.67	176	117.33	58.67			
54000	732	694.83	631.67	568.5	505.33	442.17	379	315.83	252.67	189.5	126.33	63.17			

Effective With GW Purchase For Expirations of August 1, 2004 and Later

**COM, F/H, FIX, LOG, STA, TRK License Fee Based on Gross Weight**

MONTHS ► GW ▼														
	12	11	10	9	8	7	6	5	4	3	2	1		
56000	773	732.42	665.83	599.25	532.67	466.08	399.5	332.92	266.33	199.75	133.17	66.58		
58000	804	760.83	691.67	622.5	553.33	484.17	415	345.83	276.67	207.5	138.33	69.17		
60000	857	809.42	735.83	662.25	588.67	515.08	441.5	367.92	294.33	220.75	147.17	73.58		
62000	919	866.25	787.5	708.75	630	551.25	472.5	393.75	315	236.25	157.5	78.75		
64000	939	884.58	804.17	723.75	643.33	562.92	482.5	402.08	321.67	241.25	160.83	80.42		
66000	1046	982.67	893.33	804	714.67	625.33	536	446.67	357.33	268	178.67	89.33		
68000	1091	1023.92	930.83	837.75	744.67	651.58	558.5	465.42	372.33	279.25	186.17	93.08		
70000	1175	1100.92	1000.83	900.75	800.67	700.58	600.5	500.42	400.33	300.25	200.17	100.08		
72000	1257	1176.08	1069.17	962.25	855.33	748.42	641.5	534.58	427.67	320.75	213.83	106.92		
74000	1366	1276	1160	1044	928	812	696	580	464	348	232	116		
76000	1476	1376.83	1251.67	1126.5	1001.33	876.17	751	625.83	500.67	375.5	250.33	125.17		
78000	1612	1501.5	1365	1228.5	1092	955.5	819	682.5	546	409.5	273	136.5		
80000	1740	1618.83	1471.67	1324.5	1177.33	1030.17	883	735.83	588.67	441.5	294.33	147.17		
82000	1861	1729.75	1572.5	1415.25	1258	1100.75	943.5	786.25	629	471.75	314.5	157.25		
84000	1981	1839.75	1672.5	1505.25	1338	1170.75	1003.5	836.25	669	501.75	334.5	167.25		
86000	2102	1950.67	1773.33	1596	1418.67	1241.33	1064	886.67	709.33	532	354.67	177.33		
88000	2223	2061.58	1874.17	1686.75	1499.33	1311.92	1124.5	937.08	749.67	562.25	374.83	187.42		
90000	2344	2172.5	1975	1777.5	1580	1382.5	1185	987.5	790	592.5	395	197.5		
92000	2464	2282.5	2075	1867.5	1660	1452.5	1245	1037.5	830	622.5	415	207.5		
94000	2585	2393.42	2175.83	1958.25	1740.67	1523.08	1305.5	1087.92	870.33	652.75	435.17	217.58		
96000	2706	2504.33	2276.67	2049	1821.33	1593.67	1366	1138.33	910.67	683	455.33	227.67		
98000	2827	2615.25	2377.5	2139.75	1902	1664.25	1426.5	1188.75	951	713.25	475.5	237.75		
100000	2947	2725.25	2477.5	2229.75	1982	1734.25	1486.5	1238.75	991	743.25	495.5	247.75		
102000	3068	2836.17	2578.33	2320.5	2062.67	1804.83	1547	1289.17	1031.33	773.5	515.67	257.83		
104000	3189	2947.08	2679.17	2411.25	2143.33	1875.42	1607.5	1339.58	1071.67	803.75	535.83	267.92		
105500	3310	3058	2780	2502	2224	1946	1668	1390	1112	834	556	278		

Effective With GW Purchase For Expirations of August 1, 2004 and Later

# **FAR Use Class License Fee Based on Gross Weight**

MONTHS ►												
	12 ▼	11	10	9	8	7	6	5	4	3	2	1
4000	28	25.5	23	20.5	18	15.5	13	10.5	8	5.5	3	0.5
6000	31.5	28.71	25.92	23.13	20.33	17.54	14.75	11.96	9.17	6.38	3.58	0.79
8000	37	33.75	30.5	27.25	24	20.75	17.5	14.25	11	7.75	4.5	1.25
10000	40.5	36.96	33.42	29.88	26.33	22.79	19.25	15.71	12.17	8.63	5.08	1.54
12000	49	44.75	40.5	36.25	32	27.75	23.5	19.25	15	10.75	6.5	2.25
14000	54.5	73.79	67.08	60.38	53.67	46.96	40.25	33.54	26.83	20.13	13.42	6.71
16000	60.5	79.29	72.08	64.88	57.67	50.46	43.25	36.04	28.83	21.63	14.42	7.21
18000	86.5	103.13	93.75	84.38	75	65.63	56.25	46.88	37.5	28.13	18.75	9.38
20000	95	110.92	100.83	90.75	80.67	70.58	60.5	50.42	40.33	30.25	20.17	10.08
22000	102	117.33	106.67	96	85.33	74.67	64	53.33	42.67	32	21.33	10.67
24000	109.5	124.21	112.92	101.63	90.33	79.04	67.75	56.46	45.17	33.88	22.58	11.29
26000	115	129.25	117.5	105.75	94	82.25	70.5	58.75	47	35.25	23.5	11.75
28000	134	146.67	133.33	120	106.67	93.33	80	66.67	53.33	40	26.67	13.33
30000	153	164.08	149.17	134.25	119.33	104.42	89.5	74.58	59.67	44.75	29.83	14.92
32000	182.5	191.13	173.75	156.38	139	121.63	104.25	86.88	69.5	52.13	34.75	17.38
34000	193.5	201.21	182.92	164.63	146.33	128.04	109.75	91.46	73.17	54.88	36.58	18.29
36000	209	215.42	195.83	176.25	156.67	137.08	117.5	97.92	78.33	58.75	39.17	19.58
38000	228.5	233.29	212.08	190.88	169.67	148.46	127.25	106.04	84.83	63.63	42.42	21.21
40000	260	262.17	238.33	214.5	190.67	166.83	143	119.17	95.33	71.5	47.67	23.83
42000	270	271.33	246.67	222	197.33	172.67	148	123.33	98.67	74	49.33	24.67
44000	275.5	276.38	251.25	226.13	201	175.88	150.75	125.63	100.5	75.38	50.25	25.13
46000	295.5	294.71	267.92	241.13	214.33	187.54	160.75	133.96	107.17	80.38	53.58	26.79
48000	307.5	305.71	277.92	250.13	222.33	194.54	166.75	138.96	111.17	83.38	55.58	27.79
50000	333	329.08	299.17	269.25	239.33	209.42	179.5	149.58	119.67	89.75	59.83	29.92
52000	349.5	344.21	312.92	281.63	250.33	219.04	187.75	156.46	125.17	93.88	62.58	31.29
54000	376.5	368.96	335.42	301.88	268.33	234.79	201.25	167.71	134.17	100.63	67.08	33.54

Effective With GW Purchased for Expirations of August 1, 2004 and Later

# FAR Use Class License Fee Based on Gross Weight

MONTHS ►												
	12 ▼	11	10	9	8	7	6	5	4	3	2	1
56000	397	387.75	352.5	317.25	282	246.75	211.5	176.25	141	105.75	70.5	35.25
58000	412.5	401.96	365.42	328.88	292.33	255.79	219.25	182.71	146.17	109.63	73.08	36.54
60000	439	426.25	387.5	348.75	310	271.25	232.5	193.75	155	116.25	77.5	38.75
62000	470	454.67	413.33	372	330.67	289.33	248	206.67	165.33	124	82.67	41.33
64000	480	463.83	421.67	379.5	337.33	295.17	253	210.83	168.67	126.5	84.33	42.17
66000	533.5	512.88	466.25	419.63	373	326.38	279.75	233.13	186.5	139.88	93.25	46.63
68000	556	533.5	485	436.5	388	339.5	291	242.5	194	145.5	97	48.5
70000	598	572	520	468	416	364	312	260	208	156	104	52
72000	639	609.58	554.17	498.75	443.33	387.92	332.5	277.08	221.67	166.25	110.83	55.42
74000	693.5	659.54	599.58	539.63	479.67	419.71	359.75	299.79	239.83	179.88	119.92	59.96
76000	748.5	709.96	645.42	580.88	516.33	451.79	387.25	322.71	258.17	193.63	129.08	64.54
78000	816.5	772.29	702.08	631.88	561.67	491.46	421.25	351.04	280.83	210.63	140.42	70.21
80000	880.5	830.96	755.42	679.88	604.33	528.79	453.25	377.71	302.17	226.63	151.08	75.54
82000	941	886.42	805.83	725.25	644.67	564.08	483.5	402.92	322.33	241.75	161.17	80.58
84000	1001	941.42	855.83	770.25	684.67	599.08	513.5	427.92	342.33	256.75	171.17	85.58
86000	1061.5	996.88	906.25	815.63	725	634.38	543.75	453.13	362.5	271.88	181.25	90.63
88000	1122	1052.33	956.67	861	765.33	669.67	574	478.33	382.67	287	191.33	95.67
90000	1182.5	1107.79	1007.08	906.38	805.67	704.96	604.25	503.54	402.83	302.13	201.42	100.71
92000	1242.5	1162.79	1057.08	951.38	845.67	739.96	634.25	528.54	422.83	317.13	211.42	105.71
94000	1303	1218.25	1107.5	996.75	886	775.25	664.5	553.75	443	332.25	221.5	110.75
96000	1363.5	1273.71	1157.92	1042.13	926.33	810.54	694.75	578.96	463.17	347.38	231.58	115.79
98000	1424	1329.17	1208.33	1087.5	966.67	845.83	725	604.17	483.33	362.5	241.67	120.83
100000	1484	1384.17	1258.33	1132.5	1006.67	880.83	755	629.17	503.33	377.5	251.67	125.83
102000	1544.5	1439.63	1308.75	1177.88	1047	916.13	785.25	654.38	523.5	392.63	261.75	130.88
104000	1605	1495.08	1359.17	1223.25	1087.33	951.42	815.5	679.58	543.67	407.75	271.83	135.92
105500	1665.5	1550.54	1409.58	1268.63	1127.67	986.71	845.75	704.79	563.83	422.88	281.92	140.96

Effective With GW Purchased for Expirations of August 1, 2004 and Later



# FCB Use Class License Fee Based On Gross Weight

MONTHS ►	12	11	10	9	8	7	6	5	4	3	2	1
	GW ▼											
42000	315	312.58	284.17	255.75	227.33	198.92	170.5	142.08	113.67	85.25	56.83	28.42
44000	320.5	317.63	288.75	259.88	231	202.13	173.25	144.38	115.5	86.63	57.75	28.88
46000	340.5	335.96	305.42	274.88	244.33	213.79	183.25	152.71	122.17	91.63	61.08	30.54
48000	352.5	346.96	315.42	283.88	252.33	220.79	189.25	157.71	126.17	94.63	63.08	31.54
50000	378	370.33	336.67	303	269.33	235.67	202	168.33	134.67	101	67.33	33.67
52000	394.5	385.46	350.42	315.38	280.33	245.29	210.25	175.21	140.17	105.13	70.08	35.04
54000	421.5	410.21	372.92	335.63	298.33	261.04	223.75	186.46	149.17	111.88	74.58	37.29
56000	442	429	390	351	312	273	234	195	156	117	78	39
58000	457.5	443.21	402.92	362.63	322.33	282.04	241.75	201.46	161.17	120.88	80.58	40.29
60000	484	467.5	425	382.5	340	297.5	255	212.5	170	127.5	85	42.5
62000	515	495.92	450.83	405.75	360.67	315.58	270.5	225.42	180.33	135.25	90.17	45.08
64000	525	505.08	459.17	413.25	367.33	321.42	275.5	229.58	183.67	137.75	91.83	45.92
66000	578.5	554.13	503.75	453.38	403	352.63	302.25	251.88	201.5	151.13	100.75	50.38
68000	601	574.75	522.5	470.25	418	365.75	313.5	261.25	209	156.75	104.5	52.25
70000	643	613.25	557.5	501.75	446	390.25	334.5	278.75	223	167.25	111.5	55.75
72000	684	650.83	591.67	532.5	473.33	414.17	355	295.83	236.67	177.5	118.33	59.17
74000	738.5	700.79	637.08	573.38	509.67	445.96	382.25	318.54	254.83	191.13	127.42	63.71
76000	793.5	751.21	682.92	614.63	546.33	478.04	409.75	341.46	273.17	204.88	136.58	68.29
78000	861.5	813.54	739.58	665.63	591.67	517.71	443.75	369.79	295.83	221.88	147.92	73.96
80000	925.5	872.21	792.92	713.63	634.33	555.04	475.75	396.46	317.17	237.88	158.58	79.29
82000	986	927.67	843.33	759	674.67	590.33	506	421.67	337.33	253	168.67	84.33

Effective With GW Purchased for Expirations of August 1, 2004 and Later

# FCB Use Class License Fee Based On Gross Weight

MONTHS ▶	12	11	10	9	8	7	6	5	4	3	2	1
GW ▼												
84000	1046	982.67	893.33	804	714.67	625.33	536	446.67	357.33	268	178.67	89.33
86000	1106.5	1038.13	943.75	849.38	755	660.63	566.25	471.88	377.5	283.13	188.75	94.38
88000	1167	1093.58	994.17	894.75	795.33	695.92	596.5	497.08	397.67	298.25	198.83	99.42
90000	1227.5	1149.04	1044.58	940.13	835.67	731.21	626.75	522.29	417.83	313.38	208.92	104.46
92000	1287.5	1204.04	1094.58	985.13	875.67	766.21	656.75	547.29	437.83	328.38	218.92	109.46
94000	1348	1259.5	1145	1030.5	916	801.5	687	572.5	458	343.5	229	114.5
96000	1408.5	1314.96	1195.42	1075.88	956.33	836.79	717.25	597.71	478.17	358.63	239.08	119.54
98000	1469	1370.42	1245.83	1121.25	996.67	872.08	747.5	622.92	498.33	373.75	249.17	124.58
100000	1529	1425.42	1295.83	1166.25	1036.67	907.08	777.5	647.92	518.33	388.75	259.17	129.58
102000	1589.5	1480.88	1346.25	1211.63	1077	942.38	807.75	673.13	538.5	403.88	269.25	134.63
104000	1650	1536.33	1396.67	1257	1117.33	977.67	838	698.33	558.67	419	279.33	139.67
105500	1710.5	1591.79	1447.08	1302.38	1157.67	1012.96	868.25	723.54	578.83	434.13	289.42	144.71

Effective With GW Purchased for Expirations of August 1, 2004 and Later

## CMB Use Class License Fee Based On Gross Weight

MONTHS ► GW ▼	12	11	10	9	8	7	6	5	4	3	2	1
	42000	582.08	529.17	476.25	423.33	370.42	317.5	264.58	211.67	158.75	105.83	52.92
	44000	592.17	538.33	484.5	430.67	376.83	323	269.17	215.33	161.5	107.67	53.83
	46000	628.83	571.67	514.5	457.33	400.17	343	285.83	228.67	171.5	114.33	57.17
	48000	650.83	591.67	532.5	473.33	414.17	355	295.83	236.67	177.5	118.33	59.17
	50000	697.58	634.17	570.75	507.33	443.92	380.5	317.08	253.67	190.25	126.83	63.42
	52000	727.83	661.67	595.5	529.33	463.17	397	330.83	264.67	198.5	132.33	66.17
	54000	777.33	706.67	636	565.33	494.67	424	353.33	282.67	212	141.33	70.67
	56000	814.92	740.83	666.75	592.67	518.58	444.5	370.42	296.33	222.25	148.17	74.08
	58000	843.33	766.67	690	613.33	536.67	460	383.33	306.67	230	153.33	76.67
	60000	891.92	810.83	729.75	648.67	567.58	486.5	405.42	324.33	243.25	162.17	81.08
	62000	948.75	862.5	776.25	690	603.75	517.5	431.25	345	258.75	172.5	86.25
	64000	967.08	879.17	791.25	703.33	615.42	527.5	439.58	351.67	263.75	175.83	87.92
	66000	1065.17	968.33	871.5	774.67	677.83	581	484.17	387.33	290.5	193.67	96.83
	68000	1106.42	1005.83	905.25	804.67	704.08	603.5	502.92	402.33	301.75	201.17	100.58
	70000	1183.42	1075.83	968.25	860.67	753.08	645.5	537.92	430.33	322.75	215.17	107.58
	72000	1258.58	1144.17	1029.75	915.33	800.92	686.5	572.08	457.67	343.25	228.83	114.42
	74000	1358.5	1235	1111.5	988	864.5	741	617.5	494	370.5	247	123.5
	76000	1459.33	1326.67	1194	1061.33	928.67	796	663.33	530.67	398	265.33	132.67
	78000	1584	1440	1296	1152	1008	864	720	576	432	288	144
	80000	1701.33	1546.67	1392	1237.33	1082.67	928	773.33	618.67	464	309.33	154.67
	82000	1812.25	1647.5	1482.75	1318	1153.25	988.5	823.75	659	494.25	329.5	164.75

Effective With GW Purchased for Expirations of August 1, 2004 and Later

## CMB Use Class License Fee Based On Gross Weight

MONTHS ► GW ▼	12	11	10	9	8	7	6	5	4	3	2	1
	84000	1922.25	1747.5	1572.75	1398	1223.25	1048.5	873.75	699	524.25	349.5	174.75
	86000	2192	2033.17	1848.33	1663.5	1478.67	1293.83	1109	924.17	739.33	554.5	369.67
	88000	2313	2144.08	1949.17	1754.25	1559.33	1364.42	1169.5	974.58	779.67	584.75	389.83
	90000	2434	2255	2050	1845	1640	1435	1230	1025	820	615	410
	92000	2554	2365	2150	1935	1720	1505	1290	1075	860	645	430
	94000	2675	2475.92	2250.83	2025.75	1800.67	1575.58	1350.5	1125.42	900.33	675.25	450.17
	96000	2796	2586.83	2351.67	2116.5	1881.33	1646.17	1411	1175.83	940.67	705.5	470.33
	98000	2917	2697.75	2452.5	2207.25	1962	1716.75	1471.5	1226.25	981	735.75	490.5
	100000	3037	2807.75	2552.5	2297.25	2042	1786.75	1531.5	1276.25	1021	765.75	510.5
	102000	3158	2918.67	2653.33	2388	2122.67	1857.33	1592	1326.67	1061.33	796	530.67
	104000	3279	3029.58	2754.17	2478.75	2203.33	1927.92	1652.5	1377.08	1101.67	826.25	550.83
	105500	3400	3140.5	2855	2569.5	2284	1998.5	1713	1427.5	1142	856.5	571

Effective With GW Purchased for Expirations of August 1, 2004 and Later